

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

BUDGET DEVELOPMENT SYSTEM (BDS) **STEPS TO BUILDING A BASIC BUDGET** *Tutorial*

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*Only changes from version 2.0 are minor typographical corrections.


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About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building a budget using BDS. The sample budget developed in this tutorial is developed at the program level using the most basic features of BDS. A second tutorial and course (BDS: Advanced Lessons) will be offered for agencies wishing to use the more advanced features of BDS such as package program, decision package merging, detailed estimated expenditure coding, and Multiple Year Plan. Only BDS users who have Budget Operations security access should complete this tutorial. A separate tutorial and course is offered for users who will only be entering decision packages (Decision Packages for Managers).

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using for training or for practice are **highlighted** or presented on the accompanying Exercise Slip. If practicing on your own, please use your judgment to determine values to be used for practice or actual budget work. Each task is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a  on the task. Appendix 1 contains a central listing of all the business rules.

Every effort is made to ensure that the BDS tutorial and OFM Budget Instructions agree in every way. In case there is a discrepancy, the OFM Budget Instructions take precedence. The OFM Budget Instructions can be found at <http://www.ofm.wa.gov/budget/instructions.htm>. Please complete the Tutorial Evaluation at the back of this tutorial to report any discrepancies found.

Not every feature of BDS will be covered in either the basic or the advanced training. The BDS Complete System Manual is available to users. That document explains every function of BDS screen by screen and is all-inclusive. It will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the BDS reference desk (<http://bass.ofm.wa.gov/basspr/library/bds.html> or <https://services-bass.ofm.wa.gov/basspr/library/bds.html>) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at <http://bass.ofm.wa.gov/basspr/library/> or <https://services-bass.ofm.wa.gov/basspr/library/> for Fortress users. The library may also be accessed by the help links available in all BASS applications.

LESSON 1 – PREPARE BDS

Lesson 1, Task 1 – Establish a BDS version and set Default DP Filter

Other Budget Management Options / Version Management or Tools / Version Management

Prior to entering a new budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this case the relation is all the decision packages that comprise the agency biennial budget request. This step will take the user through entering the new version with the appropriate budget type and budget source, as well as setting the agency Default DP Filter. Setting the agency Default DP Filter assures that users new to BDS will default to the indicated version.

Adding a version also creates a copy of the official OFM Activity Inventory in the new version based on the Budget Type and Budget Source selected so that you can edit a copy of the most current official data, instead of starting from scratch.

1. Open Internet Explorer and enter the login address <http://bass.ofm.wa.gov/basspr/login/login.asp> (or <https://services-bass.ofm.wa.gov/basspr/login/login.asp> for Fortress users) in the address bar of the browser.
If in a training session, skip this step
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*
10500training training
3. Select the calculator icon for **Budget Development System (BDS)**.

BDS Menu		
Load my agency budget base (AFRS Extract)		
Adjust my budget base (View/Edit CB Level Decision Packages)		
Add decision package to my base		
Update decision packages		
Re-prioritize my agency's decision packages		
Lock a decision package		
Lock a budget version		
Other budget management options		
Verify data to be released to OFM		
Exit to Main Menu	Exit and Logoff	BDS Help

Note: Some menu options will be grayed out if a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

4. From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**. *Note: If a version and Default DP Filter have not been set for your agency, you will be taken to this screen automatically. Users with only "Edit Access" rights will receive a message informing them to see their Budget Operations staff.*

	Version	Title	Budget Source	Budget Type
13	6A	CB and CLF from Winsum	Agency	Regular
14	DM	Demo Version	Agency	Regular
15	DP	Use a different version - see slip	Agency	Regular
16	MR	March Patches	Agency	Regular
17	TP	Template Version	Agency	Regular
18	TR	BASS Trainer	Agency	Regular
19	UP	Upload Version	Agency	Regular
20	VR	Vickis Demo Practice	Agency	Regular
21				

5. Select the appropriate **Budget Period** using the dropdown list box.
2005-07
6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.*
<Your initials>
7. Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents.
<Your Name> Practice
8. Select **Agency** from the list of **Budget Sources** available in the dropdown list box and hit the **Tab** key.
9. Select **Regular** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code. *Note: Separate tutorial documents are available for the other budget types (i.e., first year supplemental or second year supplemental).*
10. Click the **Save** button to save the version.

11. Select the **Set Default DP Filters** tab.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version Copy/Merge Version Delete Version Set Default DP Filters

Budget Period: 2005-07 Version: TR - BASS Trainer Package Program: - Agency Level - Budget Level: All

☐ View locked decision packages only

Save Reset

Agency: 105 5.0.153

12. Choose the appropriate **Budget Period** from the dropdown list box.
2005-07
13. Choose the appropriate **Version** from the dropdown list box.
<Your Initials> - <Your Name> Practice
14. Change **Package Program** to - Agency Level -.
15. Leave **Budget Level** on the default of All or change if necessary.
16. Leave the **View locked decision packages only** unchecked, or change if necessary.
17. Click the **Save** button.
18. Select **File / Exit to BDS Menu** from the BDS menu bar.

Results

The effect of these steps is that you have created a place where your new budget or practice decision packages can be created and found. The activity description information from the official activity inventory has been copied from OFM as a starting point for you to begin editing for the new budget request. You have also assured that your agency's first time BDS users will go to the defined budget period and version by default.

Lesson 1, Task 2 – Review/Revise Agency Activity Descriptions including Performance Measures

Other Budget Management Options / Agency Activity Description or Tools / Agency Activity Description

BDS looks for an official OFM version of activity descriptions based on the Budget Type and Budget Source for a new version and copies these descriptions into the agency version for use. This is an agency copy of the activity descriptions to be used as a starting point that can be edited to align with the current budget request. In some cases OFM may have locked one or more descriptive fields. Agency staff will need to contact their OFM analyst to request such a field be unlocked in order to update in the BDS activity version.

1. Select **Other Budget Management Options / Agency Activity Description** from the BDS menu to view agency activities. *Note: The list of Activities can be sorted in any agency-desired order and saved. This is the order that will be used in all on-line views and reports for listing activities. The **Fields Locked** column indicates if OFM has locked any of the fields of that activity's description.*

Activity Description Console - Activity Selection

File Edit View Tools Reports Help

Activity Selection

Select an Activity from the list

Activity	Fields Locked
A001 Accounting Services for Other Agencies	Y
A002 Administrative Activity	Y
A003 Assessment Payments on State Lands	Y
A004 Budget Driver and Expenditure Forecasts, Research and Monitoring	Y
A005 Central Financial Systems Development and Maintenance	Y
A006 Collective Bargaining	Y
A007 Criminal History Federal Grant	Y
A008 Governor's Budget Development	Y
A009 Office of Regulatory Assistance	Y
A010 Personal Service and Client Service Contracts	Y
A011 Population Estimates, Forecasts and Census Data	Y
A012 Risk Management	Y

17 Available Activities

Agency: 105 Budget Period: 2005-07 Version: 05 Package Program: Budget Level: ALL 5.0.141

2. Select **File / Change Version/DP Filter**.

3. Select the appropriate **Budget Period** from the dropdown list box.
2005-07
4. Select the appropriate Version from the dropdown list box.
<Your initials> - <Your name> Practice
5. Leave **Package Program** on the default of **Agency Level**.
6. Leave **Budget Level** on the default of **All**.
7. Keep the **View Locked Decision Packages Only** unchecked.
8. Click **OK**.
9. Verify the version number in the status bar.
10. Double click on the first **Activity** to open the **Activity Detail** for the activity. Note: The initial activity description for this version was copied from the “official” OFM activity inventory to the BDS version when the BDS version was created.
A001

Activity Description Console - Activity Detail - Activity: A001

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: A001 Activity Title: Accounting Services for Other Agencies

Activity Description: OFM provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator to these agencies. SACS saves the state money by consolidating the budget, payroll, and accounting services of small agencies.

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of a state college or university ...
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, infer...

Programs Affected (e.g., 010, 020, 030): 040, 050

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Budget Level: ALL 5.0.153

11. Review the **Activity Title** and **Activity Description** of the Activity Detail. *Note: The Title and Description are locked. This lock comes from the OFM official version indicating that OFM is satisfied with the title and description as exists. If changes are needed, contact your budget analyst and ask that the lock be removed.*
12. Verify the **Primary Statewide Result Area** is the most appropriate result area for this activity. **Improve the ability of State Government to achieve its results efficiently and effectively.**
13. Review the list **Additional Statewide Result Areas** list for other result areas that possibly are supported by the activity. **No other result areas supported, do not check**
14. Check the **Selected Items Only** box to hide Statewide Result areas not supported by this activity.
15. Update the **Programs Affected** to indicate all programs that are impacted by the activity. *Note: Program entry should be limited to program codes separated by commas. The program title should not be included in this field.*
040
050
16. Select **File / Save Changes** to save Activity Detail Changes.
17. Click the **Activity Results** tab to review results.

Activity Description Console - Activity Detail - Activity: A001

File Edit View Tools Reports Help

Activity Detail Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input type="checkbox"/>	1010 Fastrack Reports
<input type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments

Expected Results

Clients who utilize Small Agency Client Services for accounting and budget functions help the state to realize a dollar and FTE savings. These agencies are also able to focus better on achieving their mission and goals by using Small Agency Client Services for these administrative functions.

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Budget Level: ALL 5.0.153

18. Review the **Expected Results** text. *Note: The Expected Results text is locked. This lock comes from the OFM official version indicating that OFM is satisfied with the title and description as exists. If changes are needed, contact your budget analyst and ask that the lock be removed.*

Clients who utilize Small Agency Client Services for accounting and budget functions help the state to realize a dollar and FTE savings. These agencies are also able to focus better on achieving their mission and goals by using Small Agency Client Services for these administrative functions.

19. Select **File / Save Changes** from the BDS menu bar.
20. Select **View / Performance Measure Selection** to view a list of performance measures for your agency. *Note: The **Fields Locked** column indicates if OFM has locked any of the fields of that performance measure's description.*

Performance Measure Selection

File Edit View

Performance Measure Selection

Select a Performance Measure from the list

Performance Measure	Fields Locked
1010 Fastrack Reports	N
1020 Travel Voucher System Vouchers	N
8010 Hands-off Payments	N
8020 Electronic Payments	N

Select a Performance Measure from the list

21. Select **Edit / Add Performance Measure**. *Note: Agencies must have at least one performance measure or a statement of expected results for each activity. Agencies are not required to have both Expected Results text and a related performance measure for each activity, though many may find that this combination provides the best picture of the activity's contribution to results. Activities may be linked to more than one performance measure.*

Performance Measure Detail/Amounts

File Edit View

Performance Measure Detail | Performance Measure Amounts

Code: PM01 Short Title (Non-Published): Number of referrals by SACS clients Type: Outcome

Statement of Measure (Published): The number of referrals by Small Agency Client Service (SACS) agencies each year.

Footnotes (Published): Includes referrals that did not result in new clients.

Other Notes (Non-Published):

Enter Detail for the New Performance Measure

22. Enter **Performance Measure Detail** as appropriate. *Note: Code, short title, type, and statement of measure are required fields.*

- **Code** – See exercise slip
- **Short Title** – Number of referrals by SACS clients
- **Statement of Measure** – The number of referrals by Small Agency Client Service (SACS) agencies each year.
- **Type** – Outcome
- **Footnotes (Published)** – Includes referrals that did not result in new clients.
- **Other Notes (Non-Published)** - <blank>

23. Go to **Performance Measure Amounts**.

Performance Measure Detail/Amounts - PM PM01

File Edit View

Performance Measure Detail | Performance Measure Amounts

The number of referrals by Small Agency Client Service (SACS) agencies each year.

Unit: Number

Amounts	Fiscal Year 1	Fiscal Year 2
Prior Biennium	0.00	0.00
Current Biennium	0.00	0.00
Ensuing Biennium	0.00	0.00

OFM Assumes	FY 1	FY 2
PB	Actual	Actual
CB	Actual	Estimate
EB	Proposed	Proposed

The entry grid allows only numeric characters with up to two decimal places.
When recording percentages enter 90 to represent 90%.

Edit Performance Measure Detail

24. Use the dropdown box to select **Number** for the **Unit**.
25. Select **File / Save Changes** to save the new performance measure.

26. Select **File / Exit Performance Measures** to return to the **Activity Results** screen.
27. Click the checkbox in the **Supported** column for the newly added performance measure.
See exercise slip

Activity Description Console - Activity Detail - Activity: A001

File Edit View Tools Reports Help

Activity Detail Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input type="checkbox"/>	1010 Fastrack Reports
<input type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments
<input checked="" type="checkbox"/>	PM01 Number of referrals by SACS clients

Expected Results

Clients who utilize Small Agency Client Services for accounting and budget functions help the state to realize a dollar and FTE savings. These agencies are also able to focus better on achieving their missing and goals by using Small Agency Client Services for these administrative functions.

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28. Select **File / Save Changes**.
29. Select **View / Activity Selection** to return to the list of activities.
30. Select **Edit / Add Activity** to enter a new activity.

Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail Activity Results

Code Activity Title

AC01 Statewide Systems Training

Activity Description

Provide training on budget and accounting systems used by agency customers

Primary Statewide Result Area

Improve the ability of State Government to achieve its results eff

Additional Statewide Result Areas ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of a state college or university ...
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, info...

Programs Affected (e.g., 010, 020, 030)

110

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Budget Level: ALL 5.0.153

31. Complete the activity information as appropriate and **Save** changes:

- **Code** - See exercise slip
- **Activity Title** – Statewide Systems Training
- **Activity Description** – Provide training on budget and accounting systems used by agency customers
- **Primary Statewide Result Area** – Improve the ability of State Government to achieve its results efficiently and effectively
- **Additional Statewide Result Areas** – <none>
- **Programs Affected** – 110

32. Select the **Activity Results** tab.

Activity Description Console - Activity Detail

File Edit View Tools Reports Help

Activity Detail Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input type="checkbox"/>	1010 Fastrack Reports
<input type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments
<input type="checkbox"/>	PM01 Number of referrals by SACS clients

Expected Results

Statewide Systems training should improve the ability of agency financial staff to use OFM statewide financial systems efficiently and effectively in support of their financial management responsibilities.

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Budget Level: ALL 5.0.153

33. Enter appropriate **Expected Results** to describe the activity and **Save** changes.

Statewide Systems training should improve the ability of agency financial staff to use OFM statewide financial systems efficiently and effectively in support of their financial management responsibilities.

34. Select **View / Activity Selection** to view the list of activities.

35. Double click to open the next activity requiring change.

A005

36. Go to the **Activity Results** tab.

37. Click the checkbox to mark the appropriate performance measures as supported and **Save** changes.

- 1010 – Fastrack Reports
- 1020 – Travel Voucher System Vouchers
- 8010 – Hands off payments
- 8020 – Electronic Payment

38. Review the remaining activities and edit or add as necessary and **Save** changes.

Assume no further changes needed for training. Please feel free to experiment with Activities and Performance Measures if you get done early in class.

Results

The effect of these steps is you have updated your activity descriptions and performance measures so that these items are available during your budget development. You can come back to the Activity and Performance Measure descriptions at any time to make further edits as needed.

LESSON 2 – BUILD YOUR BUDGET BASE

Lesson 2, Task 1 – Create the Budget Base

Load my agency budget base (AFRS Extract) or Tools / AFRS Extract

The first step to developing your agency's budget base is to make a decision about the source of data to be used for this base. Agencies have a choice: Use AFRS data which provides program level information or Use Activity Budget Recast data which provides the current biennium data by activity, but only includes program data for agencies appropriated by program. This example provides the steps to complete an AFRS extract. The AFRS extract allows you to import AFRS data, at any level, for allotments with or without expenditures. This step will walk you through the process of getting internal allotments at the program level. Alternatively, a version has been created in BDS that contains the Activity Budget Recast data as provided by the OFM budget system. You may copy CB from this version. Current biennium decision packages will not be released to OFM. OFM systems use the current biennium as determined by the OFM analyst based on current appropriations.

Establishing your entire current biennium base, carry-forward adjustments, and maintenance level decision package estimates by activity would remove the need to Recast Maintenance Level to Activity, Lesson 4, Task 2.

1. Select **Tools / AFRS Extract** from the BDS Menu bar.

	Detail Level
Program	<input checked="" type="checkbox"/>
SubProgram	<input type="checkbox"/>
Activity	<input type="checkbox"/>
SubActivity	<input type="checkbox"/>
Task	<input type="checkbox"/>
Division	<input type="checkbox"/>
Branch	<input type="checkbox"/>
Section	<input type="checkbox"/>
Unit	<input type="checkbox"/>
CostCenter	<input type="checkbox"/>

Select a program to extract: - Agency Level -

Select a division to extract: [none]

Select only one current biennium extract option:

- ☐ Official estimates for the entire biennium.
- ☒ Official plus adjusted estimates for the entire biennium.
- ☐ Actuals through the closed month and official estimates for the rest of the biennium.
- ☐ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

- ☒ Expenditures by Fund ☒ FTE
- ☒ Expenditures by Object ☒ Revenue (Program Level Only)

Create CB Decision Package Reset


Agency: 105 5.0.141

2. Select **File / Change Version/DP Filter** from the BDS menu bar.

3. Select the appropriate **Budget Period** from the drop down list box.
2005-07
4. Select the appropriate Version from the drop down list box.
<Your initials> - <Your name> Practice
5. Leave **Package Program** on the default of **Agency Level**.
6. Leave **Budget Level** on the default of **All**.
7. Keep the **View Locked Decision Packages Only** unchecked.
8. Click **OK**. *Note: Setting the filter assures that data from the correct biennium is extracted from AFRS.*
9. Verify that the Current Biennium label reflects the correct biennium. *Note: AFRS Extract data is refreshed after the close of each fiscal month. The Current Biennium information line indicates the last closed month reflected in the extract.*
2003-05
10. Under **Select a program to extract** make sure the option showing is **-Agency Level-**. *Note: Limiting the program here will result in a limited AFRS extract and a Package Program decision package. This option is discussed further in the BDS: Advanced Lessons class and tutorial.*
11. Under **Select a division to extract** make sure the option selected is **All** (or **None** if the agency does not use division in their AFRS coding).
12. Select the second option **Official plus adjusted estimates for the entire biennium** under **Select only one biennium extract option**.
13. Under **Select record type** options select all **Expenditures by Fund, Expenditures by Object, FTE, and Revenue (Program Level Only)**.
14. On the left hand side under **Select a level of detail for extract** click the gray box next to **Program**.

15. Scroll to the bottom of the list on the left and check the gray box next to **Object**. *Note: Optionally, agencies may choose to extract by sub object or sub sub object. As a general rule of thumb, extract at the level allotments are developed at. More explanation on object can be found in Lesson 3, Task 1, page 36.*
16. Click the **Create CB Decision Package** button.

17. Select the appropriate **Version** from the dropdown list box.
CB – Current Biennium Extract Practice
18. Select an available decision package code from the list under **View Decision Package Codes**.
Note: Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes. Note: Shortcut – Press the 1st character of the code you wish to use and repeat pressing to scroll through those options.
See exercise slip
19. Enter "**Current Biennium Base**" in the **Package Title** field.
20. Enter "**AFRS extract for internal allotments at the program and object level**" for the **Package Long Title**. *Note: The package long title is optional. This title will print on internal reports only and will not be sent to OFM. Enter a long title describing the type of extract run recommended for AFRS Extract decision packages, as there is no other method to view the original options selected.*
21. Click the check box **Open this decision package after save. Decision package filter will be modified**. *Note: Clicking this box will open the decision package directly when saved.*

22. Click the **Extract and Save** button and say **Yes** on the confirm box, then **OK** when saved. 
Note: Since you have checked to open after save, the decision package will automatically open to the Expenditure/Staffing Detail Amounts tab set since narrative is not required for the current biennium budget level.

Results

You have now extracted AFRS data to create a current biennium base decision package.
You will review and edit the base as necessary in the next task.

Lesson 2, Task 2 – Revise Extract to Reflect Base

Update Decision Packages or View / List Edit Decision Packages by ID then Edit / Expenditure Detail Amounts

The AFRS extract will import all allotments regardless of appropriation or fund. This step is to revise the extract to correct for funds that should not be included or where the fund totals should be rolled into another fund for an accurate current biennium base.

Decision Package Console - Expenditure/Staffing Detail Amounts - CB-01 Current Biennium Base							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2004	Total FY2005	010 FY 2004	010 FY 2005	020 FY 2004	020 FY 2005
001-1	General Fund - State	12,711,000	12,609,000	1,180,173	1,189,802	2,930,529	2,930,529
001-2	General Fund - Federal	11,775,000	11,765,000	0	0	0	0
	Total Fund 001	24,486,000	24,374,000	1,180,173	1,189,802	2,930,529	2,930,529
03K-6	Industrial Insurance - Non App	23,493	23,492	23,493	23,492	0	0
	Total Fund 03K	23,493	23,492	23,493	23,492	0	0
181-1	Violence Reduction - State	119,000	123,000	0	0	0	0
	Total Fund 181	119,000	123,000	0	0	0	0
277-6	State Agency Parking - Non App	14,000	14,000	14,000	14,000	0	0
	Total Fund 277	14,000	14,000	14,000	14,000	0	0
419-6	Data Processing Rev - Non App	10,017,000	10,016,000	0	0	0	0
	Total Fund 419	10,017,000	10,016,000	0	0	0	0
436-6	OFM Labor Relations - Non App	1,466,912	1,566,126	0	0	0	0
	Total Fund 436	1,466,912	1,566,126	0	0	0	0
483-1	Auditing Serv Revl - State	0	25,000	0	0	0	0
	Total Fund 483	0	25,000	0	0	0	0

Agency: 105 Budget Period: 2005-07 Version: CB Package Program: Decision Package: CB-01

5.0.153

1. Take a few moments to review this screen. Note that each set of columns represents the data for one program of the agency. You can right click on a column heading and select **View Column Details** to confirm the coding behind the column. Each row represents a fund/appropriation type combination. Much further detail on these screens is presented in the BDS: Advanced Lessons tutorial and class as well as the BDS System Manual, however the information provided in this tutorial and class should be sufficient for most users.
2. Select **File / Print Worksheet** from the BDS menu bar.
Skip this step in training
3. Review the printed worksheet to determine what funds, by program, need to be adjusted based on the budget instructions.
Skip this step in training
4. Select **View / Freeze Key Columns** from the BDS menu bar.

Note: There are a number of funds that may need to be adjusted in the base for various reasons. For example, Fund 290 – Savings Incentive Account is a one time only allocation. These dollars should not be included in the base.

Appropriation types 3 and 9 are reserved for unanticipated receipts. There should be no "unanticipated" receipts in budget.

The OFM Budget Instructions has a complete list of rules regarding valid funds and appropriation types.

5. Determine how to split and allocate any dollars that were included in the extract in funds or appropriation types invalid for budgeting.
6. Enter the new fund/appropriation type total for each valid fund/appropriation type by overwriting the current display on the worksheet.
 Add amount from Fund/AT type 001-9 to Fund/AT 001-2 in program 200
 Enter 0 for amounts in fund 290-1
7. Put your cursor on the row of an invalid fund/appropriation type and then select **Edit / Delete Worksheet Row**.
 Delete rows for:
 001-9
 290-1
8. Click on the **Objects of Expenditure Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CB-01 Current Biennium Base							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Object Code	Object Title	Total FY2004	Total FY2005	010 FY 2004	010 FY 2005	020 FY 2004	020 FY 2005
	Total Object G	284,736	259,300	8,000	8,000	13,800	13,800
J	Capital Outlays	975,621	707,986	252,812	252,810	3,480	3,480
	Total Object J	975,621	707,986	252,812	252,810	3,480	3,480
N	Grants, Benfts Servs	9,505,389	10,098,500	0	0	0	0
	Total Object N	9,505,389	10,098,500	0	0	0	0
S	Interagency Reimburs	-3,204,287	-3,220,640	-60,650	-60,650	0	0
	Total Object S	-3,204,287	-3,220,640	-60,650	-60,650	0	0
T	Intra-Agency Reimbur	0	0	0	0	0	0
	Total Object T	0	0	0	0	0	0
	<-- Enter Objects Here						
Total		46,512,209	46,556,822	1,217,666	1,227,294	2,930,529	2,967,342
	Biennial Total		33,069,031		2,444,960		5,897,871
	Fund Totals	46,512,209	46,556,822	1,217,666	1,227,294	2,930,529	2,967,342
	Difference Total	0	0	0	0	0	0

9. Select **View / Balance Funds to Objects** to see if there is a difference between the object and fund totals.

10. Type new estimates into each appropriate object and program to balance funds and object as displayed in the last two rows of the screen picture.

Reduce Object E by \$228,599 each year in Program 010

11. Select the **FTE Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CB-01 Current Biennium Base

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | **FTE Detail** | Affected Programs/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2004	Total FY2005	010 FY 2004	010 FY 2005	020 FY 2004	020 FY
001-1	General Fund - State	171.3	171.3	8.2	8.2	34.5	
001-2	General Fund - Federal	9.0	9.0	0.0	0.0	0.0	
	Total Fund 001	180.3	180.3	8.2	8.2	34.5	
419-6	Data Processing Rev - Non Ap	65.8	65.8	0.0	0.0	0.0	
	Total Fund 419	65.8	65.8	0.0	0.0	0.0	
436-6	OFM Labor Relations - Non Ap	11.5	11.5	0.0	0.0	0.0	
	Total Fund 436	11.5	11.5	0.0	0.0	0.0	
546-6	Risk Mgmt Admin Acct - Non A	18.2	18.2	0.0	0.0	0.0	
	Total Fund 546	18.2	18.2	0.0	0.0	0.0	
	<-- Enter Fund Here						
Total		275.8	275.8	8.2	8.2	34.5	
	Annual Average		275.8		8.2		

Agency: 105 Budget Period: 2005-07 Version: CB Package Program: Decision Package: CB-01 5.0.153

12. Review and adjust FTE totals by program as necessary. *Note: FTEs are not required by OFM at the fund level. It is okay to group all FTEs into fund 996-Z (except transportation fund FTEs). However, agencies may choose to break FTEs out by the funds that salaries are paid from for a more accurate analysis.*

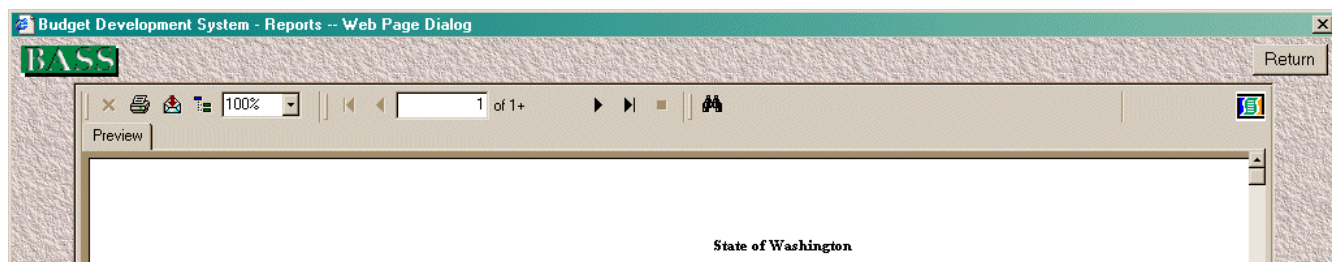
No change

13. If a new fund is needed, type the four-digit fund/appropriation type code without a dash in the cell to the left of **<-- Enter Fund Here**. *Note: The right-click option to bring up a selection box would also work.*

Skip this step in training

14. When the tabs have all been reviewed and adjusted, select **File / Save Current Tab Set** from the BDS menu bar.

15. Select **Reports / OFM Reports / Agency Budget Levels by Program** to verify the Current Biennium totals by fund / appropriation type and program. Click **No** when asked if you want it formatted for Word.



16. Click the printer icon to print the report and verify program totals for the current biennium.
Skip this step in training, you can view the results on-line
17. Click the **Return** button to return to the FTE Detail screen.
18. Select **Edit / Revenue Detail Amounts** from the BDS menu bar.

Decision Package Console - Revenue Detail Amounts - CB-01 Current Biennium Base

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | Affected Programs | Revenue Notes

Revenue Search Criteria

Fund: All

Source: All

Apply

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CB-01 5.0.153

19. Select **All** for **Fund** and **Source**.
20. Click the **Apply** button on the Revenue Filter page.

Decision Package Console - Revenue Detail Amounts - CB-01 Current Biennium Base

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | Affected Programs | Revenue Notes

Fund: All Source: All

Fund Code	Fund Title	Source Code	Source Title	Total FY2004	Total FY2005	Agency Level FY 2004	Agency Level FY 2005	Program 060 FY 2004
001	General Func 0316		Dept of Just	1,036,855	1,039,496	0	0	0
001	General Func 0320		Dept of Trans	600,000	0	0	0	600,000
001	General Func 0383		FEMA	423,543	418,543	0	0	0
001	General Func 0393		Health & Hun	375,000	375,000	0	0	375,000
001	General Func 0394		Corp for Nat I	9,314,602	9,931,961	0	0	0
001	General Func 0546		Federal Reve	25,000	0	0	0	0
	Total Fund			11,775,000	11,765,000	0	0	975,000
277	State Agency 0402		Income From	16,800	16,800	16,800	16,800	0
	Total Fund			16,800	16,800	16,800	16,800	0
419	Data Process 0420		Charges for S	10,261,803	9,930,207	0	0	0
	Total Fund			10,261,803	9,930,207	0	0	0
436	OFM Labor F 0420		Charges for S	1,524,000	1,524,000	0	0	0
	Total Fund			1,524,000	1,524,000	0	0	0

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CB-01 5.0.153

21. Review and adjust the Revenue Detail amounts as necessary.
Assume no adjustment needed in training
22. Select **File / Save Current Tab Set** from the BDS menu bar to save changes.
23. Select **File / Exit to BDS Menu** from the BDS menu bar to return to the BDS menu.

Results

You have adjusted the AFRS Extract decision package to reflect your agency's actual base, or current biennium appropriations. You can now begin to add the incremental layers of your budget.

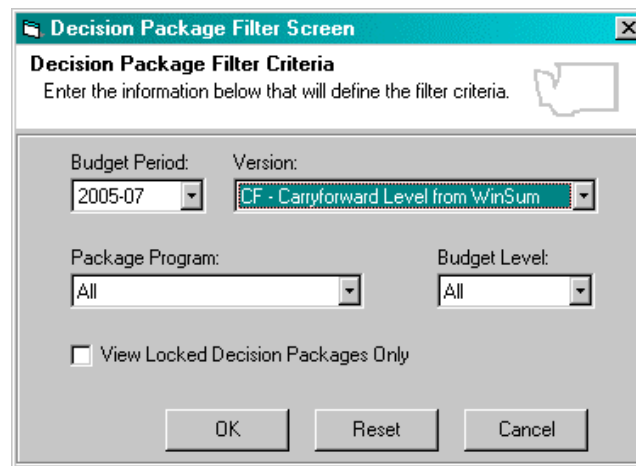
Lesson 2, Task 3 – Copy CB from OFM WinSum Copy
Update decision packages or View/List Decision Packages by ID

The AFRS extract provides information at the program level. Optionally, this extract can be run for any level used in the AFRS system. However, it is not possible to extract data from AFRS by activity.

Agencies recently provided OFM with a recast of the first year supplemental budget by activity. This information was entered into OFM's WinSum system at the appropriated level. This data has been made available to agencies via a load of WinSum data into BDS version CF. Since the WinSum load is only available at the appropriated level for an agency, it may not provide program level data required for the Budget Levels by Program report required for budget submittal. The exception is those agencies appropriated by program. These agencies can take full advantage of having the current biennium base available by activity and program by copying from the BDS version CF as demonstrated in this exercise. Other agencies may find advantages in using version CF for reporting, viewing the current biennium by activity, or simply having a WinSum like reference available within their own system.

Agencies that plan on doing a Maintenance Level Recast by Activity may find it is easier to use the AFRS for the budget development, but refer to version CF for a starting point for the recast exercise.

1. Select **Update decision packages** from the BDS menu.
2. Select **File / Change Version/DP Filter** from the BDS menu bar.



3. Make selection to view the version loaded from WinSum.
2005-07
CF – Carryforward Level from WinSum

Budget Summary Console - List Decision Packages by ID

File Edit View Tools Reports Help

List Decision Packages by ID

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1		CB-00	Current Biennium	0		Draft	
2		CL-7A	Biennialization of Field Office X	0		Draft	
3		CL-7B	Remove one-time software funding	0		Draft	
4		CL-7C	SB6999	0		Draft	

Sort Set Filter to All

Agency: 105 Budget Period: 2005-07 Version: CF Package Program: ALL Budget Level: ALL 5.0.153

- Click once to highlight the **Current Biennium** decision package.
CB-00
- Select **File / Save As** from the BDS menu bar.

Save Decision Package

New Decision Package
Enter the information below that will define the decision package that the data will be saved to.

Budget Period: 2005-07
Version: TR - BASS Trainer
Budget Level: CB - Current Biennium

Decision Package Code: **CB 00**

View Decision Package Codes
☐ Used for this Version
☒ Available for this Version
 7W
 7X
 7Y
 7Z
00 - Current Biennium
 02
 * indicates reusable codes

Package Program: Agency Level
 Package Title: Current Biennium
 Package Long Title: Current Biennium

☐ Open this decision package after Save. Decision package filter will be modified.
☒ Include Data ☒ Include Text ☐ Reverse Signs

Save Cancel

6. Select options to copy (add) this decision package to the version you are working in.
 - Budget Period 2005-07
 - Version - <Your Initials> -<Your Name> Practice
 - Budget Level – CB
 - Decision Package Code – 00
 - Package Title – Current Biennium
7. Select the options to **Include Data** and **Open decision package after save**.
8. Click **Save** and say **Yes** on the confirm box, then **OK** when saved.
9. Review the resulting decision package and select **File / Exit to BDS Menu** when done.

Results

You now have WinSum data in your BDS version. If you are appropriated by program, then your version is in good shape to meet the different program and activity budgeting requirements. If your agency is not appropriated by program, this version does not have the current biennium by program so the Budget Levels by Program report will not be correct. You can either recast by program at the conclusion of budget development and submit a report that was generated by some means other than BDS, replace this activity view of CB with the program view created by the AFRS extract, or delete this view and hand enter a CB decision package that reflects program and activity combinations and estimates for the budget.

LESSON 3 – CREATE YOUR CARRY-FORWARD LEVEL

Lesson 3, Task 1 – Carry-forward Decision Package for Bow-Wave

Add decision package to my base from the BDS Menu or File / Add a decision package

The carry-forward level is a reference point created by calculating the biennialized cost of decisions already recognized in appropriations by the Legislature. Carry-forward decision packages are the first incremental layer added to the current biennium base. OFM calculates the carry-forward level for each agency and provides agencies with a worksheet indicating the amount by fund that will be placed in budget submittals. OFM budget analysts will be discussing these calculations with agencies as soon as possible after the Governor signs the 2002 Supplemental Budget.

The OFM calculation starts with the current biennium expenditure authority as represented by current appropriations, compensation allocations, and nonappropriated fund amounts in the budget. Governor's Emergency Fund allocations and some other allocations such as the Technology Pool are considered nonrecurring costs and are not typically added to the base. Adjustments are then made for biennialization of legislatively-directed workload and service changes, and for deletion of costs that the Legislature considered nonrecurring. These ensuing biennium revisions generally match legislative assumptions of "bowwave." See the budget instructions for a more detailed description.

Carry-forward decision packages prepared in BDS will not be released to OFM; OFM will use its calculated carry-forward level as the base data. However, OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal--these reports must show the OFM approved carry-forward level or OFM will ask agencies to resubmit correct reports. Agencies will not be allowed to release BDS version when the version carry-forward total does not match the official OFM carry-forward level total. The step described below allows users to record their carry-forward adjustments in BDS to ensure that BDS reports run by the agency reflect the OFM carry-forward level.

Alternatively, a version with the official OFM carry-forward level steps has been (or will be) loaded into BDS. These steps are at the agency-appropriated level and will not contain program breakouts for those agencies appropriated at the agency level. You may copy these decision packages into your working versions and adjust as necessary.

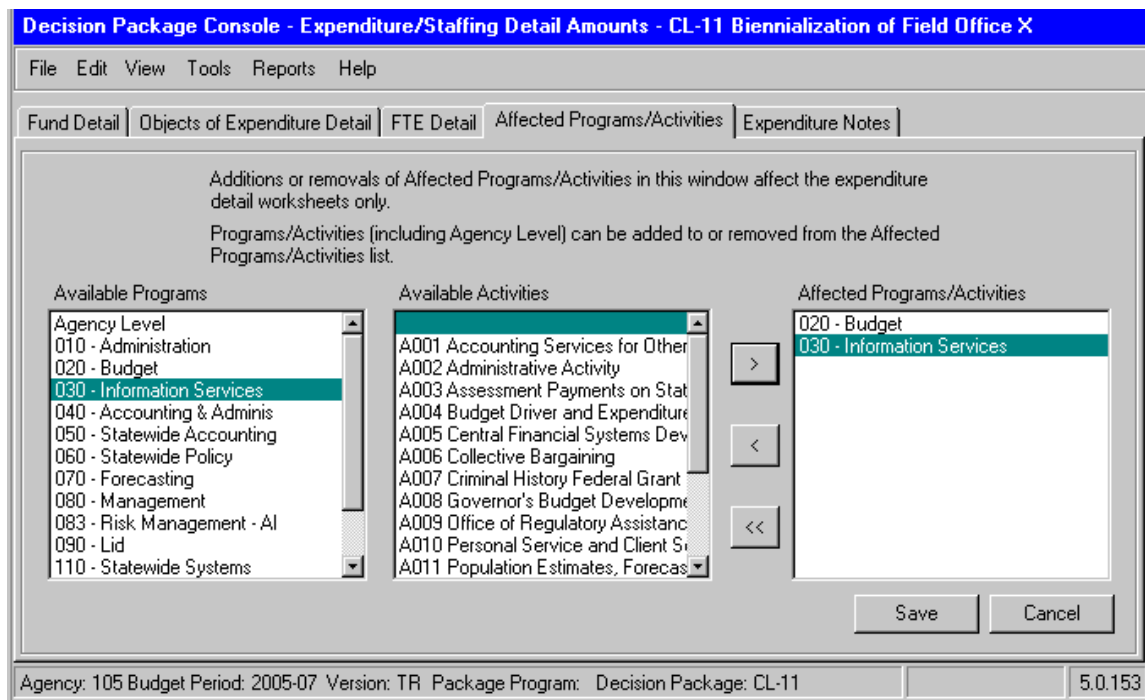
Establishing your entire current biennium base, carry-forward adjustments, and maintenance level decision package estimates by activity would remove the need to Recast Maintenance Level to Activity, Lesson 4, Task 2.

1. Select **Add decision package to my base** from the BDS menu.

2. Select the appropriate **Budget Period** from the dropdown list box.
2005-07
3. Select the appropriate **Version** from the dropdown list box.
<Your initials> - <Your name> Practice
4. Select **CL – Carry-forward Level** from the **Budget Level** dropdown list box.
5. Select an available decision package code from the list under **View Decision Package Codes**. *Note: Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes. If you know what code OFM used in their internal systems, use this number.*
See exercise slip
6. Leave the **Package Program** drop down box at the default of **Agency Level**. *Note: Agency level means it can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*
7. Type in an appropriate **Package Title** for the carry-forward level adjustment this decision package represents.
Biennialization of Field Office X
8. Leave the **Package Long Title** blank. *Note: The Package Title will be used in its place on internal reports when left blank.*
9. Click to check the **Open this decision package after Save. Decision package filter will be modified**. *Note: Clicking this box will open the decision package directly when saved and*

also change your BDS defaults to reflect the budget period, version, and budget level you have selected here.

10. Click the **Save** button and select **Yes** and **OK** on the following two messages. *Note: Since you have checked to open after save, the decision package will automatically open. It opens to the Fund Detail screen, as narrative is not required for this budget level.*
11. Click on the **Affected Programs/Activities** tab after the new screen opens.



12. Double click on **Agency Level** in **Affected Programs/Activities** list (the right hand side box) to move it to **Available Programs**.
13. Click to select on the appropriate program in the **Available Programs** then click the blank option in the **Available Activities** list and finally click the > to move the selected **Program** to **Affected Programs**. Repeat for each program affected by this decision package. *Note: The **Affected Programs/Activities** tab is the easiest way to create columns for desired programs in the expenditure worksheets. This step is required if your agency is appropriated by program. This step is recommended if your agency has more than one program. Skip this step if your agency has only one program. Optionally, you may assign an activity as well. Dollars entered in decision packages by activity do not need to be recast in Lesson 4, Step 2.*

020
030

14. Click the **Save** button and **Yes** on 'okay to delete agency level' column message box.
15. Click the **Fund Detail** tab. Note the column titles.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-11 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY 2006	Program 030 FY 2007
001-1	General Fund - State	30,000	80,000	20,000	50,000	10,000	
	Total Fund 001	30,000	80,000	20,000	50,000	10,000	3
	<-- Enter Fund Here						
Total		30,000	80,000	20,000	50,000	10,000	3
	Biennial Total		110,000		70,000		4

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CL-11 5.0.153

16. Enter the appropriate fund/appropriation type combination in the cell to the left **<-- Enter Fund Here** and hit the **Tab** key.

0011

17. Enter the fund estimates by program in the worksheet.

	Program 020		Program 030	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1 GF-S	20,000	50,000	10,000	30,000

18. Click on the row for fund 996-Z then select **Edit / Delete Worksheet Row** from the BDS menu bar.

A note about Fund 996-Z – this is a placeholder fund only. This fund may be used in the interim for budget development, however any dollars must be allocated to real funds and 996-Z be zero before agencies can release data to OFM. Since carry-forward decision packages are not electronically released to OFM it is technically possible to use 996-Z, but it is not recommended.

19. Select the **Objects of Expenditure Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-11 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes

Object Code	Object Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY	Program 030 FY
A	Salaries And Wages	24,000	50,000	16,000	30,000	8,000	20,000
	Total Object A	24,000	50,000	16,000	30,000	8,000	20,000
B	Employee Benefits	6,000	30,000	4,000	20,000	2,000	10,000
	Total Object B	6,000	30,000	4,000	20,000	2,000	10,000
	<-- Enter Objects Here						
Total		30,000	80,000	20,000	50,000	10,000	30,000
	Biennial Total		110,000		70,000		40,000
	Fund Totals	30,000	80,000	20,000	50,000	10,000	30,000
	Difference Total	0	0	0	0	0	0

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CL-11 5.0.153

20. Right click on the cell to the left of **<-- Enter Objects Here**.

Select Object Codes

Select a new Object, Sub Object and SubSub Object code from the available options below.

Object: A - Sal&Wag

Sub Object: No Sub Object Data

SubSub Obj: No Sub Sub Object Data

OK Cancel

21. Select the appropriate **Object** from the dropdown list box.
A – Salaries And Wages
22. Leave the **Sub Object** and **Sub Sub Object** dropdown list boxes **No Sub Object Data/No Sub Sub Object Data**. *Note: Sub objects and sub sub objects are contained in the dropdown lists for agencies desiring to budget at a lower level of object.*
23. Click **OK**.

A note about objects – Objects are not required in BDS for your carry-forward level. However, using objects in all steps of your budget development is recommended if you want to be able to use BDS reports and data for additional and more complete analyses. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot. This will assist you in developing your biennial allotment control numbers once a budget is enacted.

24. Key in an appropriate object in the cell to the left of **← Enter Objects Here** and hit the **Tab** key.
B
25. Select anywhere in the row for X – OFM Adjust To Agency then select **Edit / Delete Worksheet Row** from the BDS menu bar. *Note: Object X is a placeholder only.*
26. Enter your estimates by object and program into the worksheet.

	Program 020		Program 030	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
A – Salaries	16,000	30,000	8,000	20,000
B – Benefits	4,000	20,000	2,000	10,000

27. Select **View / Balance Funds to Objects** to verify that the objects entered balance with the funds entered.
28. Click on the **FTE Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-11 Biennialization of Field Office X							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY 2006	Program 030 FY 2007
001-1	General Fund - State	0.9	1.8	0.5	1.0	0.4	
	Total Fund 001	0.9	1.8	0.5	1.0	0.4	
	←-- Enter Fund Here						
Total		0.9	1.8	0.5	1.0	0.4	
	Annual Average		1.4		0.8		

29. Enter the appropriate fund/appropriation type in the cell to the left of **← Enter Fund Here** and hit the **Tab** key.
0011
30. Click anywhere on the row for fund 996-Z then select **Edit / Delete Worksheet Row**.

Note: Fund 996-Z is allowed for non-transportation FTEs as OFM does not budget FTEs by fund. However, it is recommended that you enter FTEs by fund to provide for better analysis of BDS reports and data.

31. Enter the FTE estimates by fund and program in the worksheet.

	Program 020		Program 030	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1 GF-S	.5	1.0	.4	.8

32. Select **File / Save Current Tab Set** from the BDS menu bar.

Results

You have now added a decision package requesting funding to cover expenditures required to operate 24 months of a new field office as compared to the original 15 months it was funded for in the current biennium budget.

Lesson 3, Task 2 – Carry-forward Decision Package to Adjust for One-Time Funding

Add decision package to my base from the BDS Menu or File / Add a decision package

A second common type of carry-forward adjustment is the process of removing funding from the base that was granted on a one-time basis only. For instance, if an agency receives \$1,000,000 to implement new purchased software, then this \$1,000,000 is not needed in subsequent biennia after implementation is complete. A carry-forward adjustment to remove this amount from the base is needed.

1. Select **File / Add a decision package** from the BDS menu bar.

Add New Decision Package

New Decision Package
Enter the information below that will define the new decision package.

Budget Period: 2005-07
Version: TR - BASS Trainer
Budget Level: CL - Carry Forward Level
Decision Package Code: CL 21

View Decision Package Codes
☐ Used for this Version
☒ Available for this Version
16
17
18
19 - Current Biennium Base
20
21
* indicates reusable codes

Package Program: Agency Level
Package Title: Remove one-time software funding
Package Long Title:

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

2. Select the appropriate **Budget Period** from the dropdown list box.
2005-07
3. Select the appropriate **Version** from the dropdown list box.
<Your initials> - <Your name> Practice
4. Select **CL – Carry-forward Level** from the **Budget Level** dropdown list box.
5. Select an available decision package code from the list under **View Decision Package Codes**.
Note: Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes. If you know what code OFM used in their internal systems, use this number.
See exercise slip

6. Leave the **Package Program** drop down box at the default of **Agency Level**. *Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*
7. Type in an appropriate **Package Title** for the carry-forward level adjustment this decision package represents.
Remove one-time software funding
8. Leave the **Package Long Title** blank. *Note: The Package Title will be used in its place on internal reports when left blank.*
9. Click to check the **Open this decision package after Save. Decision package filter will be modified.**
10. Click the **Save** button, then **Yes** to confirm, and **OK** when saved. *Note: Since you have checked to open after save, the decision package will automatically open. It opens to the Fund Detail screen, as narrative is not required for this budget level.*
11. Click on the **Affected Programs/Activities** tab when the new screen opens.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-21 Remove one-time software funding

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail FTE Detail **Affected Programs/Activities** Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.

Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A001 Accounting Services for Other	030 - Information Services
010 - Administration	A002 Administrative Activity	
020 - Budget	A003 Assessment Payments on Stat	
030 - Information Services	A004 Budget Driver and Expenditure	
040 - Accounting & Adminis	A005 Central Financial Systems Dev	
050 - Statewide Accounting	A006 Collective Bargaining	
060 - Statewide Policy	A007 Criminal History Federal Grant	
070 - Forecasting	A008 Governor's Budget Developme	
080 - Management	A009 Office of Regulatory Assistanc	
083 - Risk Management - AI	A010 Personal Service and Client S	
090 - Lid	A011 Population Estimates, Forecas	
110 - Statewide Systems		

Save Cancel

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CL-21 5.0.153

12. Double click on **Agency Level** in **Affected Programs/Activities** list (the right hand side box) to move it to **Available Programs/Activities**.

13. Click to select on the appropriate program in the **Available Programs** then click the blank option in the **Available Activities** list and finally click the > to move the selected **Program** to **Affected Programs**. Repeat for each program affected by this decision package. *Note: The **Affected Programs** tab is the easiest way to create columns for desired programs in the expenditure worksheets. This step is required if your agency is appropriated by program. This step is recommended if your agency has more than one program. Skip this step if your agency has only one program. Optionally, you may assign an activity as well. Dollars entered in decision packages by activity do not need to be recast in Lesson 4, Step 2.*

030

14. Click the **Save** button and **Yes** on 'okay to delete agency level' column message box.
15. Click the **Fund Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-21 Remove one-time software funding					
File Edit View Tools Reports Help					
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes					
Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Program 030 FY 2006	Program 030 FY 2007
001-1	General Fund - State	0	-1,000,000	0	-1,000,000
	Total Fund 001	0	-1,000,000	0	-1,000,000
	<-- Enter Fund Here				
Total		0	-1,000,000	0	-1,000,000
	Biennial Total		-1,000,000		-1,000,000

16. Enter the appropriate fund/appropriation type combination in the cell to the left **<-- Enter Fund Here** and hit the **Tab** key.

0011

17. Enter the fund estimates by program in the worksheet.

	Program 030	
	1 st Fiscal Year	2 nd Fiscal Year
001-1 GF-S	0	-1,000,000

18. Click on the row for fund 996-Z then select **Edit / Delete Worksheet Row** from the BDS menu bar.
19. Select the **Objects of Expenditure Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-21 Remove one-time software funding

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes

Object Code	Object Title	Total FY2006	Total FY2007	Program 030 FY 2006	Program 030 FY 2007
J	Capital Outlays	0	-1,000,000	0	-1,000,000
	Total Object J	0	-1,000,000	0	-1,000,000
	<-- Enter Objects Here				
Total		0	-1,000,000	0	-1,000,000
	Biennial Total		-1,000,000		-1,000,000
	Fund Totals	0	-1,000,000	0	-1,000,000
	Difference Total	0	0	0	0

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: CL-21 5.0.153

20. Right click on the cell to the left of **<-- Enter Objects Here**.
21. Select the appropriate **Object** from the dropdown list box.
J – Capital Outlays
22. Leave the **Sub Object Data** and **Sub Sub Object Data** dropdown list boxes **No Object Data**.
23. Hit **OK**.
24. Select any of the blue (non-modifiable) cells in the row for X – OFM Adjust To Agency then select **Edit / Delete Worksheet Row** from the BDS menu bar.
25. Enter your estimates by object and program into the worksheet.

	Program 030	
	1 st Fiscal Year	2 nd Fiscal Year
J – Capital Outlays	0	-1,000,000

26. Select **View / Balance Funds to Objects** to verify that the objects entered balance with the funds entered.
27. Select **File / Save Current Tab Set** from the BDS menu bar.
28. Select **File / Exit to BDS Menu** from the BDS menu bar.

Results

You have added a decision package that removes funding that was originally appropriated for a one-time expenditure from the base.

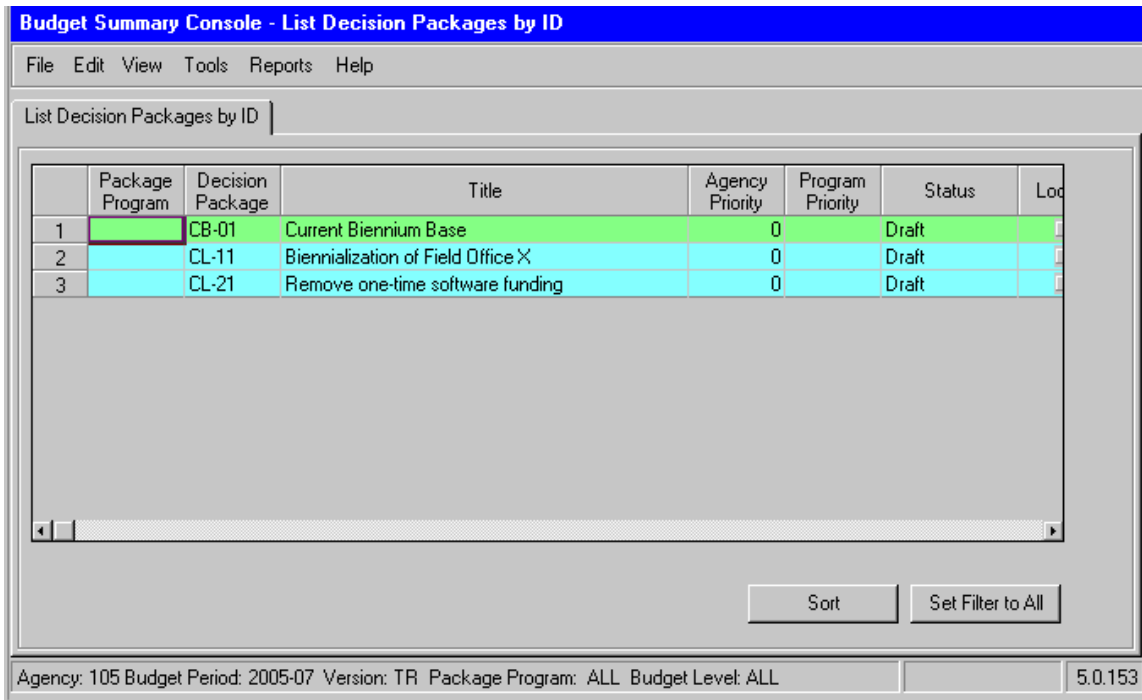
Lesson 3, Task 3 – Verify Carry-forward Level to OFM

Update decision packages from the BDS Menu or View / List Decision Packages By ID

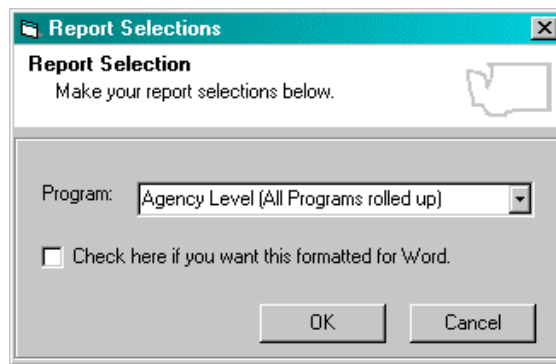
Users need to verify that the carry-forward level matches that of the OFM approved carry forward level before preparing the reports that will be submitted with the budget. OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal--these reports must show the OFM approved carry-forward level. **Your BDS Version must match the OFM approved carry-forward level in order to electronically release your agency budget request.**

You will need to verify your data with a correct OFM source. This may be a report from your OFM Budget Analyst. Once OFM has determined the carry-forward level for all agencies, they will release a version to the VRS reporting application where you can obtain a copy. BDS also provides an automatic check in its "pre-release edit" process. Contact your OFM Budget Analyst for further information on your carry-forward level if you have questions.

1. Obtain a report that shows your carry-forward levels as determined by OFM.
2. **Update Decision Packages** from the BDS menu.



3. Check the bottom status bar to ensure you are on the appropriate version. *Note: If this version does not match, use the Decision Package filter to change to the correct version (see pages 10-11).*
<Your initials>
4. Select **Reports / OFM Reports / Recommendation Summary** report.




Report Selections

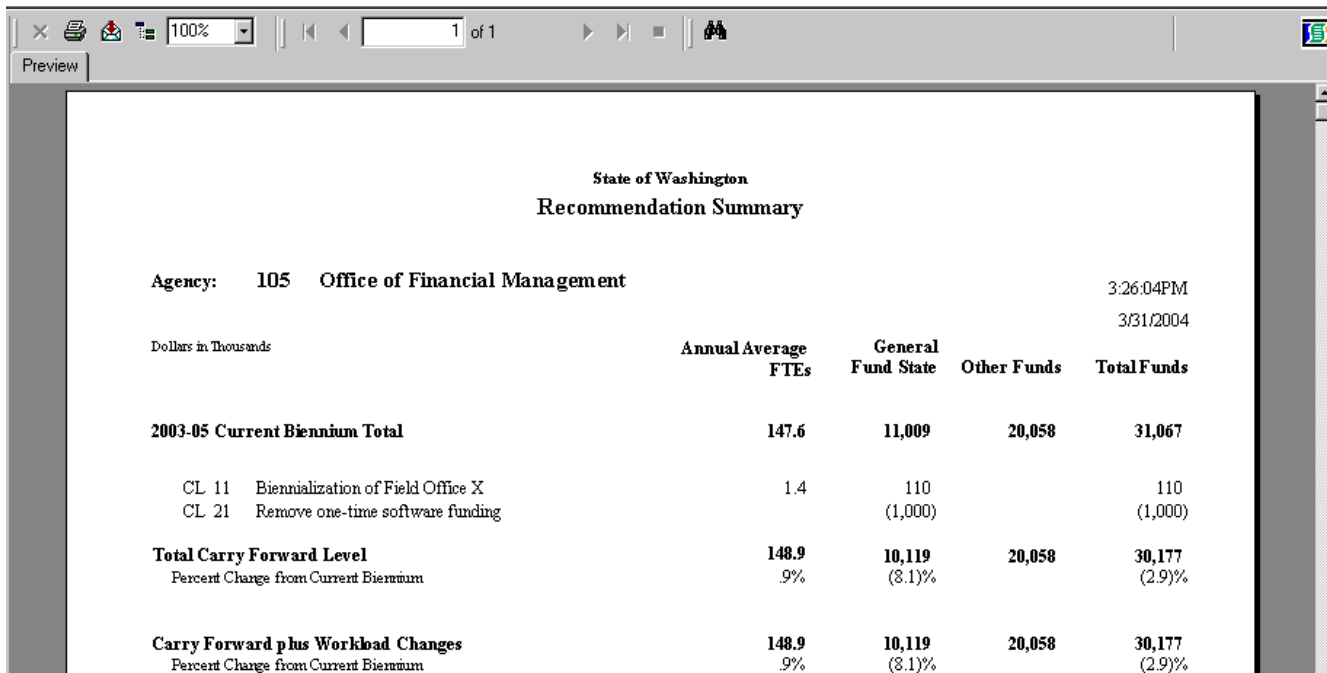
Report Selection
Make your report selections below.

Program: Agency Level (All Programs rolled up)

☐ Check here if you want this formatted for Word.

OK Cancel

5. Select the appropriate **Program** level from the dropdown list box either **Agency Level (All Programs rolled up)** or **All Programs at the Program Level** if your agency is appropriated by program.
Agency Level (All Programs rolled up)
6. Leave the **Check here if you want this formatted for Word** box unchecked, then click **OK**. 
Note: Clicking this box will change some of the formatting of the resulting report to make exporting to Word easier.



State of Washington
Recommendation Summary

Agency: 105 Office of Financial Management 3:26:04PM
3/31/2004

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2003-05 Current Biennium Total	147.6	11,009	20,058	31,067
CL 11 Biennialization of Field Office X	1.4	110		110
CL 21 Remove one-time software funding		(1,000)		(1,000)
Total Carry Forward Level	148.9	10,119	20,058	30,177
Percent Change from Current Biennium	.9%	(8.1)%		(2.9)%
Carry Forward plus Workload Changes	148.9	10,119	20,058	30,177
Percent Change from Current Biennium	.9%	(8.1)%		(2.9)%

7. Click the printer icon to print a copy of the report.
Skip this step in training
8. Compare the report printed from BDS to the report provided by OFM or through VRS to see that the totals on the **Total Carry Forward Level** line matches, then click **Return**.
9. *If* a decision package total is incorrect, you may click once to highlight the decision package from either the **List Decision Packages by ID** or **Decision Package Control** screens, then select **Edit / Expenditure Detail Amounts** to correct amounts.
Skip this step in training

10. *If* a decision package is missing, select **File / Add a decision package** to add this decision package to your version.
Skip this step in training
11. *If applicable* - When all corrections have been made, repeat steps 4 through 8 to validate corrections. *Note: If it appears a discrepancy is on the part of OFM, contact your budget analyst.*
Skip this step in training
12. Select **File / Exit to BDS Menu** when satisfied with your carry-forward level.
Assume that all is okay in training

Results

Your carry-forward level now matches OFM. You can now begin adding the maintenance level and performance level layers of your budget to develop your total request.

LESSON 4 – MAINTENANCE AND PERFORMANCE LEVEL DECISION PACKAGES

Lesson 4, Task 1 – Enter Maintenance Level Decision Packages

Add decision package to my base from the BDS Menu or File / Add a decision package

Maintenance decision packages are the second incremental layer added to the current biennium base. Maintenance level reflects the cost of mandatory caseload, enrollment, inflation and other legally unavoidable costs not contemplated in the current budget. Expenditure adjustments may be positive or negative, depending on expected experience in the ensuing biennium. Like the carry-forward level, maintenance level is a reference point for budget consideration; it is not a guarantee of that amount of funding.

Agencies prepare the maintenance level component of the budget submittal. Agencies will notice that BDS splits maintenance level into two different levels to indicate different kinds of maintenance level costs. Maintenance level 1 (ML1 or M1) is reserved for items that must be funded due to mandatory caseload or enrollment (e.g. funding related to the number of inmates incarcerated). Maintenance level 2 (ML2 or M2) is for all other rate and client changes that meet the definition of maintenance level (e.g. lease or vendor rate changes).

Statewide standard changes should use the OFM pre-assigned number. The budget instructions explain the use of these numbers. OFM pre-assigned numbers all begin with 9 or 8 and have been pre-named in BDS. Use the corresponding number as defined in the budget instructions and the title that has been pre-assigned in BDS. For example, 98 is the OFM pre-assigned number for general inflation.

Incremental expenditure changes that do not fall within the definitions of carry-forward or maintenance levels are considered policy or performance changes and should be submitted in Performance level decision packages.

Refer to the OFM Budget Instructions for more detail.

Establishing your entire current biennium base, carry-forward adjustments, and maintenance level decision package estimates by activity would remove the need to Recast Maintenance Level to Activity, Lesson 4, Task 2.

1. Select **Add decision package to my base** from the BDS menu.

Add New Decision Package





New Decision Package
Enter the information below that will define the new decision package.

Budget Period: 2005-07
Version: TR - BASS Trainer
Budget Level: M2 - Inflation and Other Rate Chan
Decision Package Code: M28U
Package Program: Agency Level
Package Title: Utility Rate Adjustments
Package Long Title: Utility Rate Adjustments

View Decision Package Codes
☐ Used for this Version
☒ Available for this Version
8P - Postage Rate Adjustments
8Q - Reserved for OFM
8R - Retirement Buyout Costs
8S - Salary COLA
8T - Employee Health Benefits
8U - Utility Rate Adjustments
* indicates reusable codes

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

2. Select the appropriate **Budget Period** from the dropdown list box.
2005-07
3. Select the appropriate **Version** from the dropdown list box.
<Your initials> - <Your name> Practice
4. Select **M2 – Inflation and Other Rate Changes** from the **Budget Level** dropdown list box.
5. Select an available decision package code from the list under **View Decision Package Codes**. 
Note: Maintenance level decision packages should use OFM pre-assigned codes. If your decision package does not fall into any of the categories offered by OFM select a decision package code that is numeric-alpha (1A) or alpha-alpha (AA). You will not be able to release data that does not meet this rule.
8U – Utility Rate Adjustments
6. Leave the **Package Program** dropdown box at the default of **Agency Level**.  *Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*
7. Note assigned **Package Title** and **Package Long Title** for this decision package code, Utility Rate Adjustments.  *Note: Decision package code 8U is pre-assigned by OFM. The title for this decision package code cannot be changed. Agency decision packages that are for requesting funding to cover Utility Rate Adjustments should be entered using this code and title. This rationale applies to all OFM pre-assigned decision package codes. Please see the budget instructions for further information.*
8. Click to check the **Open this decision package after Save. Decision package filter will be modified**.  *Note: Since you have checked to open after save, the decision package will automatically open after the next step of saving. It opens to the Narrative screen, as narrative is required for this budget level.*
9. Click the **Save** button then **Yes** to confirm selections and **OK** when saved.

10. Click on the **Package Description** heading on the left. Your cursor should now be in the right hand side white text box.
11. Type an appropriate description for this decision package in this text box. *Note: You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.*
This decision package represents the additional funding needed to address electricity and natural gas rate increases in our institutions to continue support of our institutional programs.
12. Click the **Spell Check** button and follow the instructions of any dialog boxes you receive until back at the starting screen and spell check changes are recorded. *Note: You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.*
13. Click the **Recommendation summary text** heading.
14. Use the scroll bar of the left-hand side of the screen to scroll up and verify information entered in the **Package Description** is displayed in blue text.
15. Type appropriate **Recommendation Summary** text in the white text box. *Note: Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words.*
Funding is requested to assist the Department in dealing with the ongoing monetary constraints rising utility rates...
16. Repeat for each category as needed.

*A note about decision package narrative– Recommendation Summary text is the only category required for **electronic** release of your budget. OFM does require you address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only record Recommendation Summary text here.*

17. Select **File / Save Current Tab Set** from the BDS menu bar.
18. Select **Edit / Expenditure Detail Amounts** from the BDS menu bar.
19. Click on the **Affected Programs/Activities** tab when the new screen opens.

20. Double click on **Agency Level** in **Affected Programs/Activities** list (the right hand side box) to move it to the **Available Programs/Activities** list.
21. Click to select on the appropriate program in the **Available Programs** then click the blank option in the **Available Activities** list and finally click the > to move the selected **Program** to **Affected Programs**. Repeat for each program affected by this decision package. *Note: The **Affected Programs** tab is the easiest way to create columns for desired programs in the expenditure worksheets. This step is required if your agency is appropriated by program. This step is recommended if your agency has more than one program. Skip this step if your agency has only one program. Optionally, you may assign an activity as well. Dollars entered in decision packages by activity do not need to be recast in Lesson 4, Step 2.*
020
030
22. Click the **Save** button and **Yes** on 'okay to delete agency level' column message box.
23. Click the **Fund Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-8U Utility Rate Adjustments

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY 2006	Program 030 FY 2007
001-1	General Fund - State	15,000	20,000	5,000	10,000	10,000	
	Total Fund 001	15,000	20,000	5,000	10,000	10,000	1
	<-- Enter Fund Here						
Total		15,000	20,000	5,000	10,000	10,000	1
	Biennial Total		35,000		15,000		2

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: M2-8U 5.0.153

24. Enter the appropriate fund/appropriation type combination in the cell to the left **<-- Enter Fund Here** and hit the **Tab** key.

0011

25. Enter the fund estimates by program in the worksheet.

	Program 020		Program 030	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year
001-1	5,000	10,000	10,000	10,000

26. Click on the row for fund 996-Z then select **Edit / Delete Worksheet Row** from the BDS menu bar.
27. Select the **Objects of Expenditure Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-8U Utility Rate Adjustments							
File Edit View Tools Reports Help							
Fund Detail		Objects of Expenditure Detail		FTE Detail		Affected Programs/Activities	
Expenditure Notes							
Object Code	Object Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY	Program 030 FY
E	Goods And Services	15,000	20,000	5,000	10,000	10,000	10,000
	Total Object E	15,000	20,000	5,000	10,000	10,000	10,000
	<-- Enter Objects Here						
	Total	15,000	20,000	5,000	10,000	10,000	10,000
	Biennial Total		35,000		15,000		20,000
	Fund Totals	15,000	20,000	5,000	10,000	10,000	10,000
	Difference Total	0	0	0	0	0	0

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: M2-8U 5.0.153

28. Enter the appropriate Object code in the cell to the left of **<-- Enter Objects Here**.
E – Goods And Services

A note about objects – Objects are not required in BDS for electronic release. However, using objects BDS is recommended as objects are required on the printed decision package. By including objects in all steps of your budget development you will be able to use BDS reports and data for more complete analysis when objects are included. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot.

29. Select anywhere in the row for X – OFM Adjust To Agency then select **Edit / Delete Worksheet Row** from the BDS menu bar. *Note: Object X is a placeholder only.*
30. Enter your estimates by object and program into the worksheet.

	Program 020		Program 030	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
E-Goods And Services	5,000	10,000	10,000	10,000

31. Select **View / Balance Funds to Objects** to verify that the objects entered balance with the funds entered.
32. Select **File / Save Current Tab Set** from the BDS menu bar.
33. Select **File / Add a decision package** from the BDS menu bar.

34. Add another Maintenance Level decision package using steps 2 through 9 and complete with the following information:

Budget Period:	2005-07
Version:	<your initials> <your name> Practice
Package Program:	Agency Level
Budget Level:	M2 - Inflation and Other Rate Changes
Decision Package Code:	8L
Decision Package Title:	Lease Rate Adjustments

All Fund 001-1 and Object ED		
Program	2006	2007
020	7,500	10,000
030	12,500	15,000
050	22,500	25,000

Recommendation Summary Text:	Dollars requested to provide funding to the Department for 2005-07 contracted lease increases.
------------------------------	--

35. Select **View / List Decision Packages by ID** when all decision packages are entered.

Results

You will now have all steps through maintenance level entered into BDS and can review the total maintenance level budget.

Lesson 4, Task 2 – Recast Maintenance Level by Activity

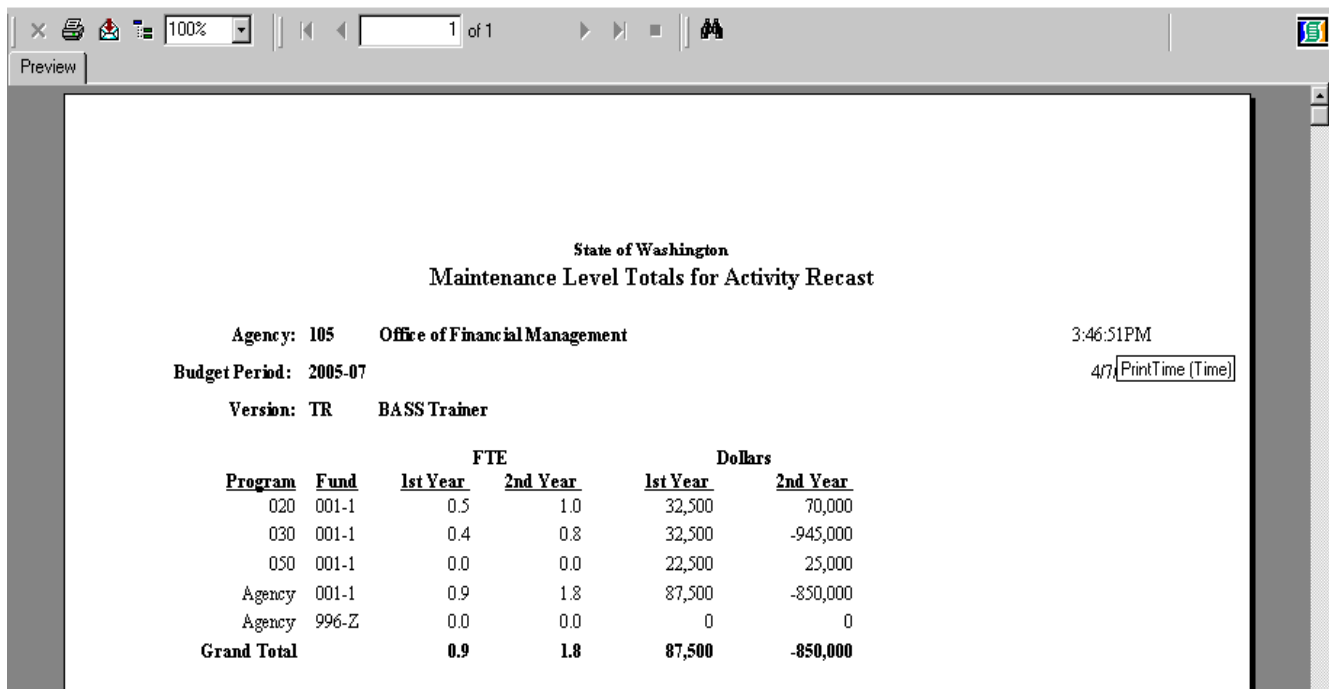
OFM requires that agencies submit their budgets with the total maintenance level identified by activity. Users have three options to meet this requirement. The first option is to enter the current biennium, carry forward level steps, and maintenance level items with estimates all identified by activity. Lesson 4, Task 2 – Recast Maintenance Level by Activity could be skipped if this is the case.

The second option is addressed by this Task, Recast Maintenance Level by Activity. This process will look at the bottom line maintenance level totals that are not identified by activity using the Maintenance Level Totals for Activity Recast report to determine amount to recast and spread those dollars into activities through a decision package in BDS.

The third option is a combination of the first two. Since this task looks at dollars not previously identified by activity vs. the entire maintenance level total, users could choose to put some previous increments in by activity but not others. In this case only dollars not previously spread would require recast.

1. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar. *Note: The report will determine the **Total Maintenance Level** amount of dollars by program or agency level that have not been identified by activity.*

Report Sample



State of Washington
Maintenance Level Totals for Activity Recast

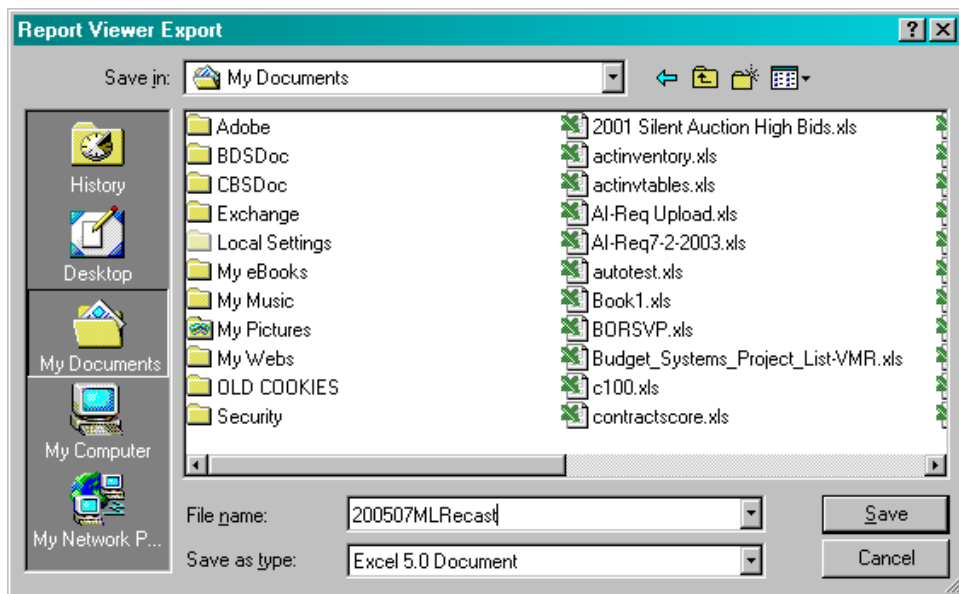
Agency: 105 Office of Financial Management
Budget Period: 2005-07
Version: TR BASS Trainer

3:46:51PM
4/7/ PrintTime (Time)

Program	Fund	FTE		Dollars	
		1st Year	2nd Year	1st Year	2nd Year
020	001-1	0.5	1.0	32,500	70,000
030	001-1	0.4	0.8	32,500	-945,000
050	001-1	0.0	0.0	22,500	25,000
Agency	001-1	0.9	1.8	87,500	-850,000
Agency	996-Z	0.0	0.0	0	0
Grand Total		0.9	1.8	87,500	-850,000

2. Once the report is run, select the icon with the envelope with the red arrow “export report”.





3. Select the file location and name to save the results and change the file type to Excel and click **Save**.

200507MLRecast

4. Answer **Yes** to open the report at the prompt.

Microsoft Excel - MLRecast.xls

File Edit View Insert Format Tools Data Window Help Acrobat

C:\Temp\MLRecast.xls

	A	B	C	D	E	F	G
1		State of Washington					
2		Maintenance Level Totals for Activity Recast					
3							
4							
5	Agency:	105	Office of Financial Management				
6	Budget Period:	2005-07					
7							
8	Version:	TR	BASS Trainer				
9							
10			FTE		Dollars		
11	<u>Program</u>	<u>Fund</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>2nd Year</u>	
12	020	001-1	0.5	1.0	32,500	70,000	
13	030	001-1	0.4	0.8	32,500	-945,000	
14	050	001-1	0.0	0.0	22,500	25,000	
15	Agency	001-1	0.9	1.8	87,500	-850,000	
16	Agency	996-Z	0.0	0.0	0	0	
17	Grand Total		0.9	1.8	87,500	-850,000	
18							
19							
20							

Sheet1

Ready

5. Independent analysis of the data must be completed before proceeding. For each program and fund the activity breakouts must be identified. See the attachment at the end of this document for a sample spreadsheet for the recast results.
See the attached sample analysis.
6. Select **File / Add a decision package** from the BDS menu bar.

7. Enter the following decision package information and **Save**.

- **Budget Period** – 2005-07
- **Version** - <your initials> - <your name> Practice
- **Budget Level** – M2
- **Decision Package Code** – 9Z-Recast to Activity
- **Package Program** – Agency Level
- **Package Title** – Recast to Activity (cannot be changed)
- **Package Long Title** – Recast to Activity (cannot be changed)
- **Open this decision package after Save...** - Checked

*Note: **Package Program** may be used to develop a separate recast for each agency program. In this case use **Package Program** to determine the program for recast, and repeat this Step for each program.*

8. Once the decision package opens, select **Edit / Expenditure Detail Amounts** from the BDS menu bar. *Note: Narrative is not required for the Recast decision package.*
9. Select the **Affected Programs/Activities** tab.
10. Highlight **Agency Level** in the **Affected Programs/Activities** column and the < to move out of the list.

11. Use the combination of **Program** and blank activity for each program from the recast into the **Affected Programs/Activities** list.

Programs

020

030

050

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-9Z Recast to Activity

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail FTE Detail **Affected Programs/Activities** Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.

Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A001 Accounting Services for Other	020 - Budget
010 - Administration	A002 Administrative Activity	030 - Information Services
020 - Budget	A003 Assessment Payments on Stat	050 - Statewide Accounting
030 - Information Services	A004 Budget Driver and Expenditure	
040 - Accounting & Adminis	A005 Central Financial Systems Dev	
050 - Statewide Accounting	A006 Collective Bargaining	
060 - Statewide Policy	A007 Criminal History Federal Grant	
070 - Forecasting	A008 Governor's Budget Developme	
080 - Management	A009 Office of Regulatory Assistanc	
083 - Risk Management - AI	A010 Personal Service and Client S	
090 - Lid	A011 Population Estimates, Forecas	
110 - Statewide Systems		

Save Cancel

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: M2-9Z 5.0.153

12. Use the combination of available programs and available activities to list each needed combination in the **Affected Programs/Activities** list in addition to the programs added in step 11.

Program / Activity

020/A008

030/A001

030/A005

030/A008

030/A013

050/A013

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-9Z Recast to Activity

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Programs/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.
 Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A002 Administrative Activity	020 - Budget
010 - Administration	A003 Assessment Payments on Stat	020/A008 Governor's Budget Develop
020 - Budget	A004 Budget Driver and Expenditure	030 - Information Services
030 - Information Services	A005 Central Financial Systems Dev	030/A001 Accounting Services for Oth
040 - Accounting & Adminis	A006 Collective Bargaining	030/A005 Central Financial Systems D
050 - Statewide Accounting	A007 Criminal History Federal Grant	030/A008 Governor's Budget Develop
060 - Statewide Policy	A008 Governor's Budget Developme	030/A013 Statewide Accounting Polici
070 - Forecasting	A009 Office of Regulatory Assistance	050 - Statewide Accounting
080 - Management	A010 Personal Service and Client S	050/A013 Statewide Accounting Polici
083 - Risk Management - Al	A011 Population Estimates, Forecas	
090 - Lid	A012 Risk Management	
110 - Statewide Systems	A013 Statewide Accounting Policies	

Save Cancel

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: M2-9Z 5.0.153

13. Click **Save** to save the change and **Yes** to the message warning of deleting the agency default column.

14. Select the **Fund Detail** tab.

15. Enter a row for each fund needed based on the recast and delete the 996-Z row.

001-1

16. Select the **View / Freeze Key Columns** option so that you will always be able to view the funds as you use this BDS worksheet.

	Program 020		Program 030		Program 050	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year
001-1 GF-S	-32,500	-70,000	-32,500	945,000	-22,500	-25,000

17. In each **Program Only** column, enter the total amount of the program recast as a negative number.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-9Z Recast to Activity							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Program 020 FY 2006	Program 020 FY 2007	Program 030 FY 2006	Program 030 FY 2007
001-1	General Fund - State	-5,960,443	-5,379,017	-2,953,029	-3,017,342	-2,413,979	-1,764,667
	Total Fund 001	-5,960,443	-5,379,017	-2,953,029	-3,017,342	-2,413,979	-1,764,667
419-6	Data Processing Rev - Non A	-955,548	-977,220	0	0	-664,186	-683,058
	Total Fund 419	-955,548	-977,220	0	0	-664,186	-683,058
483-1	Auditing Serv Revl - State	0	-25,000	0	0	0	0
	Total Fund 483	0	-25,000	0	0	0	0
	<-- Enter Fund Here						
Total		-6,915,991	-6,381,237	-2,953,029	-3,017,342	-3,078,165	-2,447,725
	Biennial Total		-13,297,228		-5,970,371		-5,521,393
Agency: 105 Budget Period: 2005-07 Version: BT Package Program: Decision Package: M2-9Z 5.0.141							

18. Spread the positive recast dollar into the appropriate column for each combination of Program and Activity. The Total Columns should zero out in the end indicating the reversal and re-entry of dollars is in balance.

	Program 020/A008		Program 030		Program 050/A013	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year
001-1 GF-S	32,500	70,000	See below for breakout		22,500	25,000

	030/A001		030/A005		030/A008		030/A013	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year	Year	Year
001-1	5,625	13,750	16,250	-972,500	5,625	10,000	5,000	3,750

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-9Z Recast to Activity							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2006	Total FY2007	Pgm 020 / Act A008 FY 2006	Pgm 020 / Act A008 FY 2007	Pgm 030 / Act A001 FY 2006	Pgm 030 / Act A001 FY 2007
001-1	General Fund - State	0	0	32,500	70,000	5,625	
	Total Fund 001	0	0	32,500	70,000	5,625	1
	<-- Enter Fund Here						
Total		0	0	32,500	70,000	5,625	1
	Biennial Total		0		102,500		1

19. Repeat to reverse and respread the recast FTEs in the **FTE Detail** grid. *Note: There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these estimates readily available for reference or analysis.*

Reverse FTE	Program 020		Program 030		Program 050	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year
001-1 GF-S	-0.5	-1.0	-0.4	-0.8	0.0	0.0

Add in FTE	Program 020/A008		Program 030		Program 050/A013	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year
001-1 GF-S	0.5	1.0	See below for breakout		0.0	0.0

001-1	030/A001		030/A005		030/A008		030/A013	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	1 st Fiscal	2 nd Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year	Year	Year	Year	Year
	0.1	0.1	0.1	0.4	0.1	0.1	0.1	0.2

20. Select **File / Save Current Tab Set** to save changes to the worksheet.

21. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar to verify that the report is zero and that the total maintenance level is spread to activities.

22. Click **Return** to close the report.

Results

Your entire maintenance level budget should now be reflected by activity. In the event the total maintenance level by activity does not match the total maintenance level increments (rolled up), a pre-release edit will prohibit electronic release of the version.

Lesson 4, Task 3 – Enter Performance Level Decision Packages

Performance level decision packages must be entered by activity. This task takes you through the steps of creating the decision packages with increments entered by activity to meet OFM requirements.


1. Add a performance level decision package using the steps learned in the preceding task:


- **Budget Period** – 2005-07
- **Version** – <your initials> - Practice
- **Package Program** – Agency Level
- **Budget Level** – PL – Performance Level
- **Decision Package Code** – See exercise slip
- **Package Title** – Expand Client Training Program

2. Enter and save appropriate **Recommendation Summary Text** using the steps learned in the preceding task.

Funding is requested to allow for expansion of training opportunities for Department clients so that they can get information helpful to their success.

3. Repeat for each category as needed.

 *Note: Recommendation Summary text is the only category required for **electronic** release of your budget. OFM does require you to address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only record Recommendation Summary text here.*

4. Once the decision package opens, select **Edit / Expenditure Detail Amounts** from the BDS menu bar.
5. Select the **Affected Programs/Activities** tab.
6. Highlight **Agency Level** in the **Affected Programs/Activities** column and the < to move out of the list.
7. Use the combination of **Available Program** and **Available Activity** for each combination of program and activity with incremental adjustments in this decision package and use the > to move each combination into the **Affected Programs/Activities** list.  *Note: <Blank> is not an Available Activities selection when the decision package is a performance level decision package since activities are required for all performance level decision package estimates.*

Program / Activity
020/A005
020/A013

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-DA Expand Client Training Program

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs/Activities Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.

Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level	A002 Administrative Activity	020/A005 Central Financial Systems D
010 - Administration	A003 Assessment Payments on Stat	020/A013 Statewide Accounting Polic
020 - Budget	A004 Budget Driver and Expenditure	
030 - Information Services	A005 Central Financial Systems Dev	
040 - Accounting & Adminis	A006 Collective Bargaining	
050 - Statewide Accounting	A007 Criminal History Federal Grant	
060 - Statewide Policy	A008 Governor's Budget Developme	
070 - Forecasting	A009 Office of Regulatory Assistanc	
080 - Management	A010 Personal Service and Client S	
083 - Risk Management - Al	A011 Population Estimates, Forecas	
090 - Lid	A012 Risk Management	
110 - Statewide Systems	A013 Statewide Accounting Policies	

Save Cancel

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: PL-DA 5.0.153

8. Select **Save** and answer **Yes** to the prompt regarding the removal of the agency level column.
9. Go to the **Fund Detail** tab to enter estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1	15,000	20,000	15,000	20,000

10. Go to the **Objects of Expenditure Detail** tab to enter estimates by object and program/activity combination.

Object	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
A	11,000	14,600	11,000	14,600
B	4,000	5,400	4,000	5,400

11. Select **View / Balance Funds to Objects** from the BDS menu bar to verify funds and objects are in balance.
12. Go to the **FTE Detail** tab to enter FTE estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1	.4	.5	.4	.5

13. Select **File / Save Current Tab Set** to save changes.
14. Select **Edit / Performance Measures** from the BDS Menu bar.

Decision Package Console - Performance Measures - PL-AW Expand Training Opportunities

File Edit View Tools Reports Help

Activities | Performance Measure Detail | Performance Measure Notes

Supported	Activity Title
<input type="checkbox"/>	A001 - Financial Services for Other Agencies
<input type="checkbox"/>	A002 - Administrative Activity
<input type="checkbox"/>	A003 - Assessment Payments on State Lands
<input type="checkbox"/>	A004 - Budget Driver and Expenditure Forecasts, Research and Monitoring
<input checked="" type="checkbox"/>	A005 - Central Financial Systems Development and Maintenance
<input type="checkbox"/>	A006 - Collective Bargaining
<input type="checkbox"/>	A007 - Criminal History Federal Grant
<input checked="" type="checkbox"/>	A008 - Governor's Budget Development
<input type="checkbox"/>	A009 - Office of Regulatory Assistance
<input type="checkbox"/>	A010 - Personal Service and Client Service Contracts
<input type="checkbox"/>	A011 - Population Estimates, Forecasts and Census Data
<input type="checkbox"/>	A012 - Risk Management
<input checked="" type="checkbox"/>	A013 - Statewide Accounting Policies and Reporting

Apply Reset

Agency: 105 Budget Period: 2005-07 Version: BT Package Program: Decision Package: PL-AW 5.0.141

15. Click to check each Activity that is supported by the decision package in the **Supported** column and click **Apply**. *Note: The list of supported activities may or may not mirror the list of activities with incremental estimates. In this example estimates were built in for two activities (Central Financial System and Statewide Accounting Policies as these two activities will pick up the expenditure for the training expansion, yet it also supports the agency activity of Governor's Budget Development because it is assumed the resulting training is expected to result in more accurate agency budget submittals and a more efficient OFM analysis.*

A005
A008
A013

16. Select the **Performance Measure Detail** tab.

Decision Package Console - Performance Measures - PL-DA Expand Client Training Program

File Edit View Tools Reports Help

Activities Performance Measure Detail Performance Measure Notes

Impacted	PM Type	Performance Title	Unit	Incremental Change FY1	Incremental Change FY2	Prior Bien FY1	Prior Bien FY2
<input checked="" type="checkbox"/>	OP	1010 - Fastrack Reports	Number	200.00	500.00	0	0
<input checked="" type="checkbox"/>	OP	1020 - Travel Voucher System \	Number	2,500.00	7,000.00	0	0
<input type="checkbox"/>	OC	8010 - Hands-off Payments	Percent	0.00	0.00	0	0
<input type="checkbox"/>	OC	8020 - Electronic Payments	Percent	0.00	0.00	0	0

Apply Reset

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: PL-DA 5.0.153

17. The resulting screen lists all performance measures that support any of the activities marked as supported in the **Activities** tab. *Note: If an activity-related performance measure, a measure that will be maintained in the system as an indicator of activity results, is affected by the decision package OFM requires that any expected incremental change in annual performance targets for that measure be entered into the system. If the decision package is expected to bring about some other kind of performance change, please note the expected change in the narrative portion of the decision package. OFM does not require that a performance measure be created solely to support the decision package when a measure is not currently being tracked by OFM and will not be tracked by OFM. Do not add to BDS performance measures that your agency does not intend to be tracked over time. The following steps take you through adding a performance measure so that increments can be linked to the decision package.*

18. Enter the estimated incremental change in the performance measures as a result of this decision package.

	FY1	FY2
1010 – Fastrack Reports	200.00	500.00
1020 – Travel Voucher System Vouchers	2,500.00	7,000.00

19. Click **Apply** to save changes.

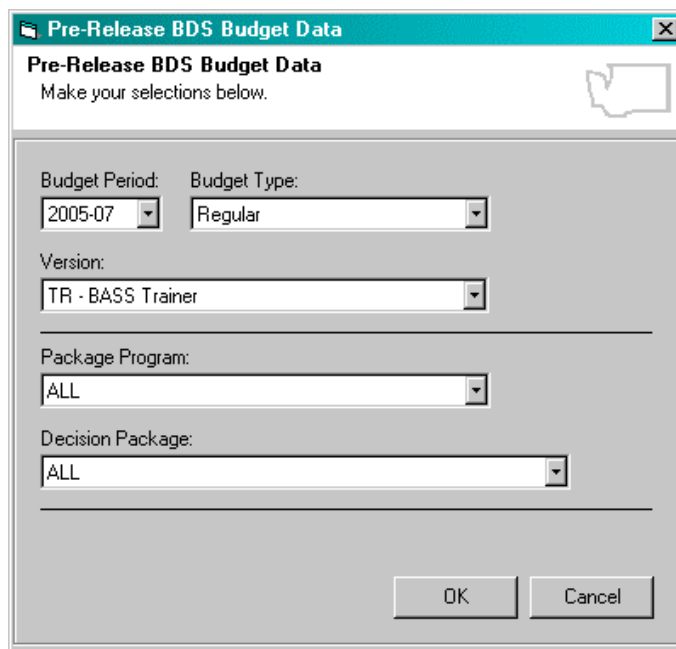
20. Select **File / Exit to BDS Menu** from the BDS menu bar.

Lesson 4, Task 4 – Run a Pre-Release Edit Report

Verify data to be released to OFM from the BDS Menu

BDS has a Pre-Release Edit Report that allows users to verify that data in BDS meets all electronic release requirements as well as warnings on various business rules. This report should be run prior to printing copies of the OFM submittal reports to control the number of re-prints. This report can and should be run early and often in your budget development to ensure no last minute surprises on release day.

1. Select **Verify data to be released to OFM / BDS Budget Data** from the BDS menu.



2. Select the appropriate **Budget Period**, **Budget Type**, and **Version** from the dropdown list boxes.
2005-07
Regular
<Your Initials> - <Your Name> Practice
3. Select **ALL** for **Package Program** and **Decision Package**.
4. Click **OK**.
5. Click the printer icon to print a copy of the report.
Skip this step in training
6. Review the report and determine if any items should be addressed then click **Return** to return to the BDS menu. A copy of this sample report is available in Appendix 3. *Note: Critical items MUST be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.*

- Click on **Update decision packages** once you have determined what decision packages need to be updated.

The screenshot shows a software window titled "Budget Summary Console - List Decision Packages by ID". It has a menu bar with "File", "Edit", "View", "Tools", "Reports", and "Help". Below the menu bar is a tab labeled "List Decision Packages by ID". The main area contains a table with the following data:

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1		CB-00	Current Biennium	0		Draft	
2		CL-11	Biennialization of Field Office X	0		Draft	
3		CL-21	Remove one-time software funding	0		Draft	
4		M2-8L	Lease Rate Adjustments	0		Draft	
5		M2-8U	Utility Rate Adjustments	0		Draft	
6		M2-9Z	Recast to Activity	0		Draft	
7		PL-DA	Expand Client Training Program	0		Draft	

Below the table are "Sort" and "Set Filter to All" buttons. At the bottom, a status bar displays: "Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL" and "5.0.153".

- Verify in the bottom status bar that you are still on the appropriate version.
<Your Initials>
- Click once on the decision package to update.
M2-8L
- Select **Edit** / then the piece of the decision package you are choosing to update.
Package Narrative

The screenshot shows a software window titled "Decision Package Console - Package Narrative - M2-8L Lease Rate Adjustments". It has a menu bar with "File", "Edit", "View", "Tools", "Reports", and "Help". Below the menu bar are tabs for "Affected Programs" and "Agency Level". The main area is divided into two panes. The left pane contains the following text:

Package Title.
Lease Rate Adjustments

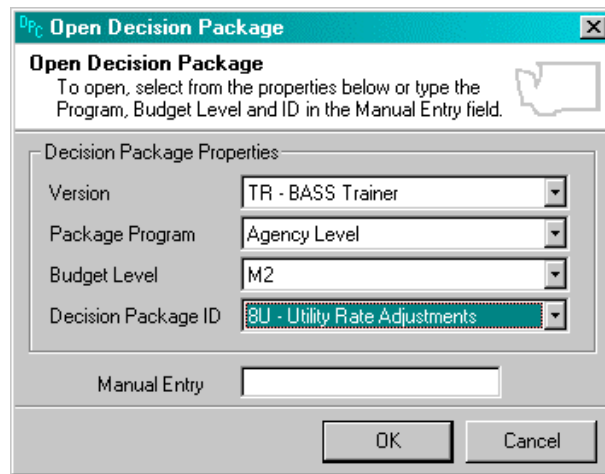
Package Description. (Please also indicate the agency activities -- per your agency activity inventory -- affected by this package.)
Sample Text

Recommendation summary text. (Used in OFM Budget Systems)
Dollars requested to provide funding to the Department for 2005-07 contracted lease increases.

How this decision package contributes to the agency's strategic plan and its activities and strategies.

The right pane is empty. At the bottom are "Spell Check", "Apply", and "Reset" buttons. The status bar at the bottom displays: "Agency: 105 Budget Period: 2005-07 Version: TR Package Program: Decision Package: M2-8L" and "5.0.153".

11. Make necessary changes and save.
Enter any ample text into each category of the decision package narrative. This sample text does not need to be verbose or make sense for training session practice.
12. Select **Edit** / to pick the next section of the decision package to edit (if necessary).
Skip this in training
13. When all decision packages have been updated, select either **File / Exit to BDS Menu** if no further changes are needed or **File / Open Decision Package** to select the next decision package.
File / Open Decision Package



14. Use the dropdown boxes to make the appropriate selections to open the next decision package for change and click **OK**. *Note: The Open Decision Package screen allows users to open different decision package when one decision package is currently open. Users can use the dropdown list boxes to make the appropriate selections or short-cut by typing the identifying information in the Manual Entry field (e.g., M2-8L open M2-8L for the current version). The selected decision package will open to the same screen that the **Open Decision Package** screen was accessed from.*
 - Version – <Your initials>
 - Package Program – Agency Level
 - Budget Level – M2
 - Decision Package ID – 8U
15. Select **File / Exit to BDS Menu** since there were no critical errors for this decision package that must be corrected.
16. Repeat steps 1 through 6 to run a new Pre-Release Edit Report.

Results

At this point you can be assured that your individual decision packages meet BDS data requirements for release to OFM.

LESSON 5 – REVIEW THE BUDGET AND MAKE NECESSARY REVISIONS

Lesson 5, Task 1 – Update Revenue Estimates

Verify data to be released to OFM from the BDS Menu

Most of your revenue entry should be done at this point. The current biennium revenue was loaded with the AFRS extract, and decision package revenue should be included with each decision package. This step includes reviewing the estimates and updating to reflect the true estimates for the ensuing biennium. This step will also look at entering Working Capital data for an agency that administers funds. Users should understand recording maintenance and performance level decision package revenue upon completion of this task.

1. Select **Update decision packages** from the BDS menu to get the list of decision packages.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1	CB-00	Current Biennium		0	0	Draft	
2	CL-11	Biennialization of Field Office X		0	0	Draft	
3	CL-21	Remove one-time software funding		0	0	Draft	
4	M2-8L	Lease Rate Adjustments		0	0	Draft	
5	M2-8U	Utility Rate Adjustments		0	0	Draft	
6	M2-9Z	Recast to Activity		0	0	Draft	
7	PL-DA	Expand Client Training Program		0	0	Draft	

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2. Verify you are in the correct version by checking the status bar at the bottom.
<Your Initials>
3. Select **Reports / OFM Reports / Revenue Estimates (B9)**. Choose to run this as **Agency Level (All Programs rolled up)**.

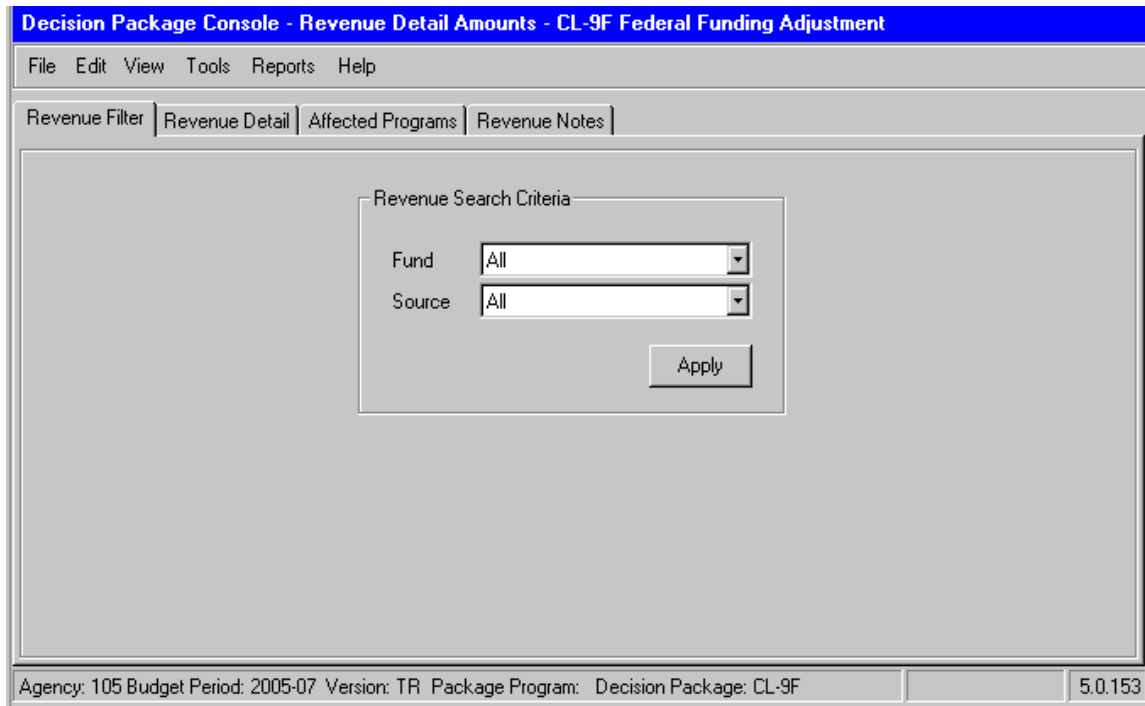
BASS BDS				State of Washington				
Form B9				Agency Revenues				
Budget Period: 2005-07								
Agency: 105 Office of Financial Management								
Version: TR BASS Trainer								
CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM		
FUND	SOURCE					MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFO
				FY 2004	FY 2005	FY 2006	FY 2007	FY 2006
001	0316	Department of Justice		1,036,855	1,039,496	1,036,855	1,039,496	1,036,85
001	0320	Department of Transportation		600,000		600,000		600,00
001	0383	Federal Emergency Management Age		423,543	418,543	423,543	418,543	423,54
001	0393	Depart of Health & Human Serv		375,000	375,000	375,000	375,000	375,00


A complete sample of this report is available in Appendix 3.

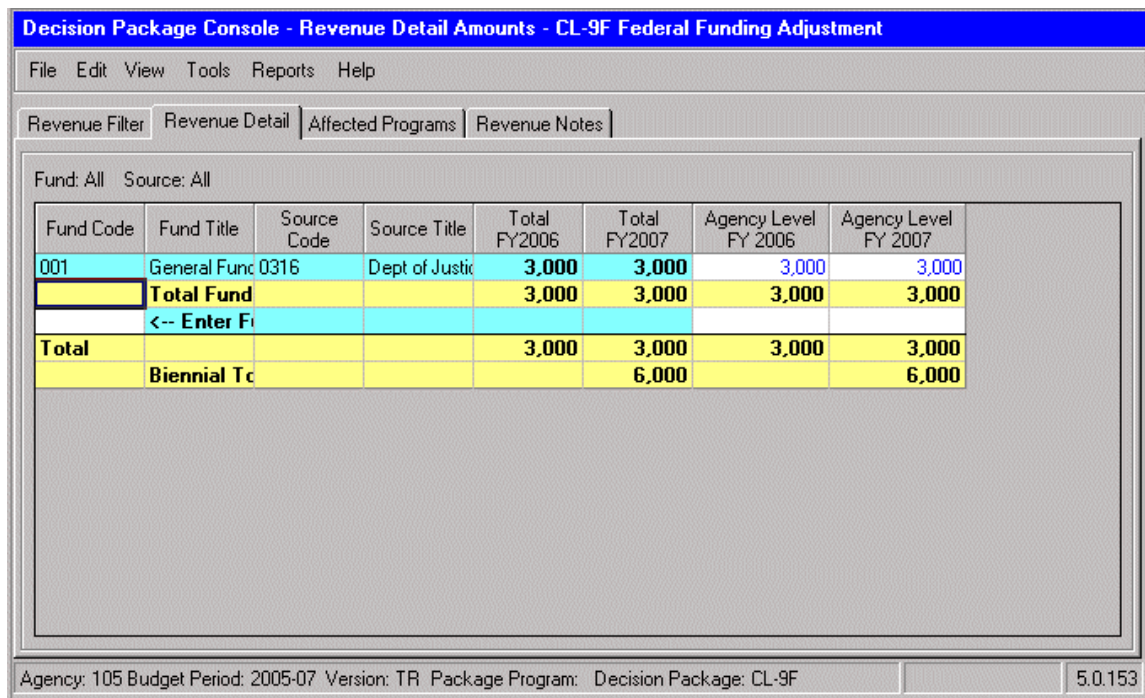
4. Click the Printer icon to print a copy of this report once it is run.
Skip this step in training
5. Click **Return** to return to the list of decision packages.
6. Review report for accuracy. In particular look at the maintenance level totals and ensure this matches agency estimates before performance level changes. Note any variances.
7. Select **File / Add a decision package** if changes are needed to the maintenance and carry-forward level column.

8. Select the appropriate **Budget Period** from the dropdown list box.
2005-07
9. Select the appropriate **Version** from the dropdown list box
<Your initials> - <Your name> Practice
10. Select **CL – Carry Forward Level** from the **Budget Level** dropdown list box.
11. Select an available decision package code from the list under **View Decision Package Codes**. *Note: Maintenance level decision packages are required to use the OFM pre-assigned codes that begin with 8 or 9. Contact your budget analyst for direction if a suitable package title cannot be found for your decision package.*
9F
12. Leave the **Package Program** drop down box at the default of **Agency Level**. *Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*
13. Type in an appropriate **Package Title** for this decision package. *Note: This title will be pre-filled with the OFM Pre-assigned title.*
Federal Funding Adjustment
14. Click to check the **Open this decision package after Save. Decision package filter will be modified**.
15. Click the **Save** button, then **Yes** to confirm selections, and **OK** when saved.

16. Select **Edit / Revenue Detail Amounts** from the BDS menu bar after the expenditure detail screen opens.  *Note: Revenue only decision packages do not require any revenue narrative or recommendation summary text.*



17. Leave the fund and source dropdown list boxes on **All** and **All** then click the **Apply** button.  *Note: The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.*



Fund Code	Fund Title	Source Code	Source Title	Total FY2006	Total FY2007	Agency Level FY 2006	Agency Level FY 2007
001	General Fund 0316		Dept of Justice	3,000	3,000	3,000	3,000
	Total Fund			3,000	3,000	3,000	3,000
	<-- Enter F						
Total				3,000	3,000	3,000	3,000
	Biennial Total				6,000		6,000

18. Enter the fund number of the first fund to require adjustment to the left of **← Enter Fund Here** and hit the tab key.
001
19. Enter the four-digit major source/source combination to the left of **← Enter Source Here** and hit the tab key. *Note: You may also right click on the cell to bring up a selection dialog box.*
0316
20. Repeat steps 19 and 20 for each fund / source combination needing an update.
21. Click anywhere on the row for Fund 996 / Source 9999, then select **Edit / Delete Worksheet Row** from the BDS menu bar.
22. Enter estimates for each fund/source. *Note: You are only entering the difference between the ML level on the B9 and what it should be. These amounts will roll together for a new maintenance level total. All revenue adjustments should be recorded in maintenance level. Expenditure appropriation types for federal and local/private funds should have matching revenue estimates and will be flagged on the pre-release edit report if not in balance.*
\$3,000 each year.
23. Select **File / Save Current Tab Set**.
24. Select **Reports / OFM Reports / Revenue Estimates (B9)**. Choose to run this as **Agency Level (All Programs rolled up)**. *A sample of this updated report can be found in Appendix 3.*
25. Click the Printer icon to print a copy of this report once it is run.
26. Click **Return** to return to the **Revenue Detail** screen.
27. Review report for accuracy. In particular look at the maintenance level totals and ensure this matches agency estimates before performance level changes. *Note: OFM requires that the agencies balance between expenditure and revenue estimates for federal and local/private fund sources. A pre-release edit is available will provide a warning if the expenditures for appropriation types 2 and 7 do not align with revenue major sources 03 and 05 respectively.*

If your agency is not required to submit a Working Capital Reserve Form, skip to step 36. Instructions on Working Capital requirements can be found in the OFM Budget Instructions.

28. Select **Tools / Working Capital** from the BDS menu bar.

Budget Management Console - Working Capital

File Edit View Tools Reports Help

Working Capital

Program:
 - Agency Level -

	Fund	Fund Title	CB Amount	EB Amount
	419	Data Processing Revolving Acco	1,000,000	1,000,000
		<-- Enter Fund Here		

Agency: 105 Budget Period: 2005-07 Version: TR 5.0.153

29. Enter funds required in the Working Capital Reserve (B9-1) submittal to the left of **<-- Enter Fund Here** hitting the tab key after each fund.

419

30. Enter estimates for the current and ensuing biennia.

CB Amount
1,000,000

EB Amount
1,000,000

31. Select **File / Save Current Tab** from the BDS menu bar.
32. Select **Reports / OFM Reports / Working Capital (B9-1)**. Choose to run this as **Agency Level (All programs rolled up)**. *A sample of this report can be found in Appendix 3.*
33. Click the Printer icon to print a copy of this report once it is run.
 Skip this step in training
34. Click Return to return to the **Working Capital** screen.
35. Select **File / Exit to BDS Menu**.

Results

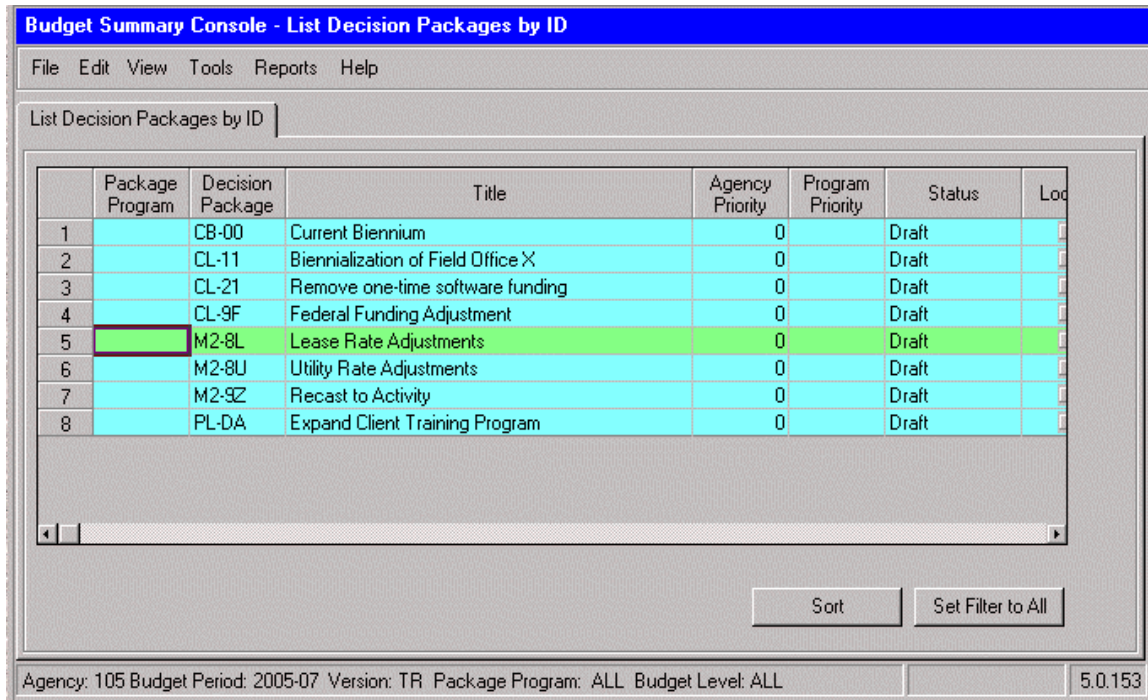
You have now completed all tasks required for revenue estimates.

Lesson 5, Task 2 – Print, Review, and Revise Decision Packages

Update decision packages from the BDS Menu or View / List Decision Packages By ID

This step is recommended before marking decision packages as final and printing the official copy of budget reports. This will allow you to analyze and correct for any errors before proceeding too far in your budget development process.

1. Select **Update decision packages** from the BDS menu.



	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1		CB-00	Current Biennium	0		Draft	
2		CL-11	Biennialization of Field Office X	0		Draft	
3		CL-21	Remove one-time software funding	0		Draft	
4		CL-9F	Federal Funding Adjustment	0		Draft	
5		M2-8L	Lease Rate Adjustments	0		Draft	
6		M2-8U	Utility Rate Adjustments	0		Draft	
7		M2-9Z	Recast to Activity	0		Draft	
8		PL-DA	Expand Client Training Program	0		Draft	

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2. Click once to highlight the first maintenance level decision package, then select **Reports / OFM Reports / Decision Package** (or Decision Package with Program Detail if your agency is appropriated by program).
3. Click **No** for "Do you want this report formatted for Word?"
4. Click the printer icon to print a copy of this report. *Note: You have the option of downloading this report for Word by clicking the icon with the envelope and red arrow and saving as file type "Word". If you choose this option, you should have replied Yes above. Once in Word, you would be able to add any custom formatting or graphics necessary.*
Skip this step in training – a copy of the report can be found in appendix 3
5. Click **Return** to return to the list of decision packages.
6. Repeat steps 2 through 5 for each maintenance and performance level decision package that is not a revenue adjustment decision package.

7. Review the printed decision packages and note any needed changes.
In training, assume all okay and skip to step 13
8. If changes are required, click once to highlight the decision package then select **Edit** / and the piece of the decision package that needs updating.
9. Make changes as necessary and save.
10. With the decision package open, select **Reports / OFM Reports / Decision Package** (or Decision Package Program Detail) and print or review on-line and click **Return** to go back to the decision package. *Note: Agencies that are appropriated by program should run the Decision Package Program Detail so the estimates will be displayed by program.*
11. When the decision package is correct, select **View / List Decision Packages By ID**.
12. Repeat steps 8 through 12 for each decision package requiring change.
13. Run other reports as desired to ensure that the budget is entered correctly. These may include the **Recommendation Summary, Agency Budget Levels by Program**, or some of the BRS-BDS report options available outside of BDS. A separate tutorial and 2-hour class is provided on BDS reporting. *Samples of these reports are provided in Appendix 3.*
14. Select **File / Exit to BDS Menu** when comfortable with all reports.
15. Select **Verify data to be released to OFM / BDS Budget Data** for one last review of the **Pre-Release Edit Report**.

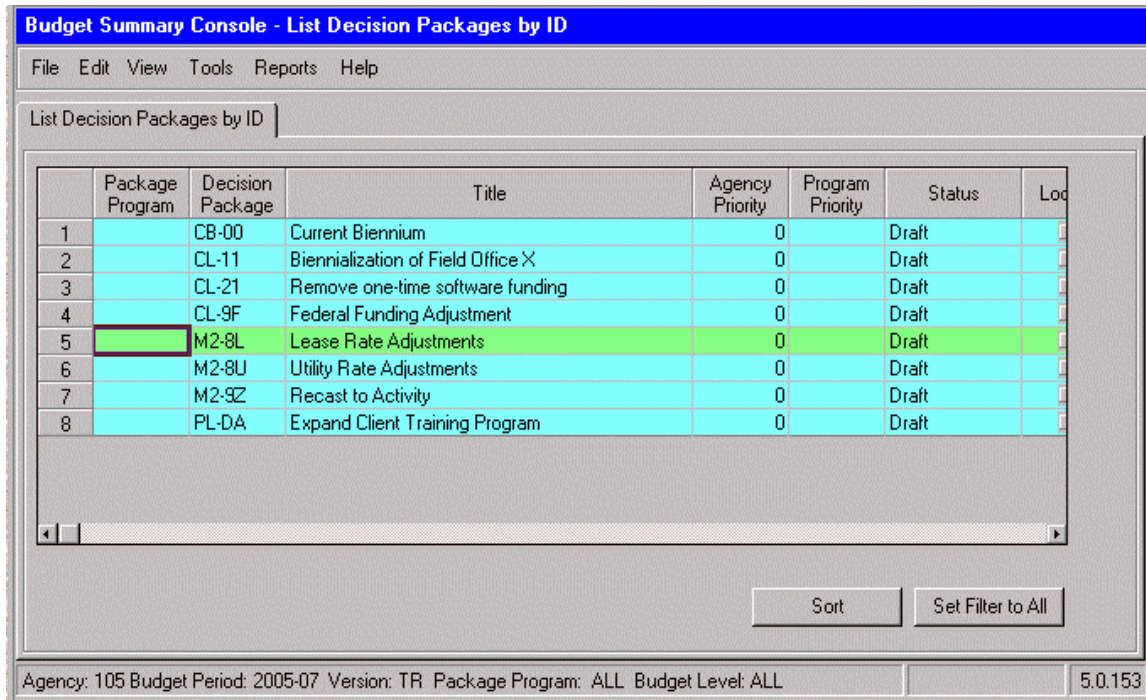
Results

At this point the data for your budget should be verified and correct.

Lesson 5, Task 3 – Print, Review, and Revise Agency Activity Inventory

The Agency Activity Inventory report is a new requirement for the 2005-07 Budget Development. This report can now be produced from BDS. A good draft should be available at this point of the tutorial. This steps you through reviewing the produced report to determine if any additional activity updates are required.

1. Select **Update decision packages** from the BDS menu.



	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1		CB-00	Current Biennium	0		Draft	
2		CL-11	Biennialization of Field Office X	0		Draft	
3		CL-21	Remove one-time software funding	0		Draft	
4		CL-9F	Federal Funding Adjustment	0		Draft	
5		M2-8L	Lease Rate Adjustments	0	0	Draft	
6		M2-8U	Utility Rate Adjustments	0		Draft	
7		M2-9Z	Recast to Activity	0		Draft	
8		PL-DA	Expand Client Training Program	0		Draft	

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL 5.0.153

2. Select **Reports / OFM Reports / Performance Measure Incremental Estimates for the Biennial Budget** and select **No** when asked if you want it formatted for Word. *Note: This report will provide a listing of all the incremental estimates assigned to agency performance measures. These will be needed to update the cumulative estimated totals for each performance measure related to Activity Descriptions.*

State of Washington
Agency Performance Measure
Incremental Estimates for the Biennial Budget

Agency: 105 **Office of Financial Management** **Budget Period:** 2005-07

Activity: A005 **Central Financial Systems Development and Maintenance**

Output Measures **1010** **Number of Fastrack reports requested by agencies daily.***

PL	DA	Expand Client Training Program	FY 2006 200.00	FY 2007 500.00
----	----	--------------------------------	--------------------------	--------------------------

SW11 - Improve the ability of state government to achieve its results. Fastrack is a web-based agency financial reporting system.

Output Measures **1020** **Number of Travel Voucher System vouchers processed annually.***

PL	DA	Expand Client Training Program	FY 2006 2,500.00	FY 2007 7,000.00
----	----	--------------------------------	----------------------------	----------------------------

*SW11 - Improve the ability of state government to achieve its results. *The Travel Voucher System is the new web-based system available to process travel reimbursement.*

- Click the printer icon to print a copy of this report.
Skip this step in training – a copy of the report can be found in appendix 3.
- Click **Return** to close this report.
- Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar and select **No** when prompted for exporting to Word.

STATE OF WASHINGTON

Agency Activity Inventory
by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

A001 Accounting Services for Other Agencies

OFM provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator to these agencies. SACS saves the state money by consolidating the budget, payroll, and accounting services of small agencies.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$127,625	\$127,625	\$0	12.5	\$141,750	\$141,750	\$0	12.5

Expected Results:

Dollar and FTE savings for the state. Small agencies can focus their efforts on achieving their missions and goals. Maintain current clients who refer SACS to others.

Outcome Measure: The number of referrals by Small Agency Client Service (SACS) agencies each year.

- Click the printer icon to print a copy of this report.
Skip this step in training – a copy of the report can be found in appendix 3

7. Click **Return** to close this report.
8. Review the report for activity titles, descriptions, expected results, priority, and reasonableness on dollars for the version, etc. and note any changes needed.
9. Note the performance measure totals and determine adjustments needed as a result of current decision packages as noted in the **Performance Measure Incremental Estimates for the Biennial Budget** report. *Note: Performance measure amounts are not automatically updated from BDS input. Users will need to update the past, current, and ensuing biennium cumulative amounts. See step 15.*
10. Select **Tools / Agency Activity Description**.

Activity Description Console - Activity Selection

File Edit View Tools Reports Help

Activity Selection

Select an Activity from the list

Activity	Fields Locked
A001 Accounting Services for Other Agencies	Y
A002 Administrative Activity	Y
A003 Assessment Payments on State Lands	Y
A004 Budget Driver and Expenditure Forecasts, Research and Monitoring	Y
A005 Central Financial Systems Development and Maintenance	Y
A006 Collective Bargaining	Y
A007 Criminal History Federal Grant	Y
A008 Governor's Budget Development	Y
A009 Office of Regulatory Assistance	Y
A010 Personal Service and Client Service Contracts	Y
A011 Population Estimates, Forecasts and Census Data	Y
A012 Risk Management	Y

18 Available Activities

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL 5.0.153

11. Double click to open the first activity requiring update.
A005 Central Financial Systems Development and Maintenance

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Code: A005 Activity Title: Central Financial Systems Development and Maintenance

Activity Description: The Office of Financial Management's (OFM) Central Financial Systems Development and Maintenance section develops, implements, maintains, and supports statewide financial systems for use by state agencies. The financial systems provided by OFM include accounting, budgeting, and reporting systems that allow agencies to manage their financial operations and budget performance. OFM centrally provides these core financial systems so that each agency does not have to develop, operate, and maintain these systems individually, ensuring the maintenance of accurate and centralized accounting of the

Primary Statewide Result Area: Improve the ability of State Government to achieve its results eff

Additional Statewide Result Areas: ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Improve student achievement in elementary, middl...
<input type="checkbox"/>	Improve the quality and productivity of our workfor...
<input type="checkbox"/>	Improve the value of a state college or university ...
<input type="checkbox"/>	Improve the health of Washington citizens
<input type="checkbox"/>	Improve the security of Washington's vulnerable c...
<input type="checkbox"/>	Improve the economic vitality of businesses and in...
<input type="checkbox"/>	Improve statewide mobility of people, goods, infor...

Programs Affected (e.g., 010, 020, 030): 110

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL 5.0.153

12. Note that many of the activity fields are locked. You cannot make changes to locked fields. Contact your OFM Budget Analyst if you need to make edits to locked activity fields.

13. Click to select the **Activity Results** tab.

Activity Description Console - Activity Detail - Activity: A005

File Edit View Tools Reports Help

Activity Detail | Activity Results

Related Performance Measures ☐ Selected Items Only

Supported	Performance Measure
<input checked="" type="checkbox"/>	1010 Fastrack Reports
<input checked="" type="checkbox"/>	1020 Travel Voucher System Vouchers
<input type="checkbox"/>	8010 Hands-off Payments
<input type="checkbox"/>	8020 Electronic Payments
<input type="checkbox"/>	PM01 Number of referrals by SACS clients

Expected Results: Maximize the value of the state's investments in financial and administrative systems. Streamline business processes to make it easier for state employees to perform their jobs. Provide easy, timely access to valuable information to improve decision making and operational effectiveness. Drive an enterprise-wide framework that supports the cost effective delivery of a modern, secure, integrated suite of financial and administrative systems.

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL 5.0.153

14. Click to uncheck the box for measures erroneously marked as **Supported** for the activity and **Save** changes.

8010 – Hands-off Payments

8020 – Electronic Payments

15. Double click to open a measure requiring estimated amount updates.

1010 – Fastrack Reports.

16. Select the **Performance Measure Amounts** tab when Performance Measure Detail screen is displayed.

Performance Measure Detail/Amounts - PM 1010

File Edit View

Performance Measure Detail Performance Measure Amounts

Number of Fastrack reports requested by agencies daily.*

Unit:

Amounts	Fiscal Year 1	Fiscal Year 2	OFM Assumes	FY 1	FY 2
Prior Biennium	200.00	500.00	PB	Actual	Actual
Current Biennium	650.00	700.00	CB	Actual	Estimate
Ensuing Biennium	900.00	1,200.00	EB	Proposed	Proposed

The entry grid allows only numeric characters with up to two decimal places.
When recording percentages enter 90 to represent 90%.

Edit Performance Measure Detail

17. Update Fiscal Year Amounts to reflect the official actual, estimate, and proposed for each year.
Note: Use the Performance Measure Incremental Estimates for the Biennial Budget report to determine needed changes for the ensuing biennium.

- Unit – Number
- Prior Biennium 1st Year Actual – 200, 2nd Year Actual – 500
- Current Biennium – 1st Year Actual – 650, 2nd Year Estimate – 700
- Ensuing Biennium – 1st Year Proposed – 900, 2nd Year Proposed – 1,200

18. Select **File / Save Changes**.

19. Select **File / Exit Performance Measures** to close the screen.

20. Repeat the review and update of each activity and measures as necessary.
Take some time to play with these options as available in a training session.

21. Return the **BDS Menu** when done.

Lesson 5, Task 4 – Finalize and Print Agency Budget Request Documents

Update decision packages from the BDS Menu or View / List Decision Packages By ID

A couple of tasks are recommended before printing final reports and transmitting budget data to OFM. Every decision package is marked as **DRAFT** and priority zero by default in BDS. You will need to change the status of each decision package. BDS also includes options to lock decision packages and/or versions so those agency users with a security role of Edit Access cannot make changes.

1. Select **Re-prioritize my agency's decision packages** from the BDS menu.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | **Prioritize Decision Packages** | Agency Decision Package Identification | Merge Decision Packages

Package Program:
- Agency Level -

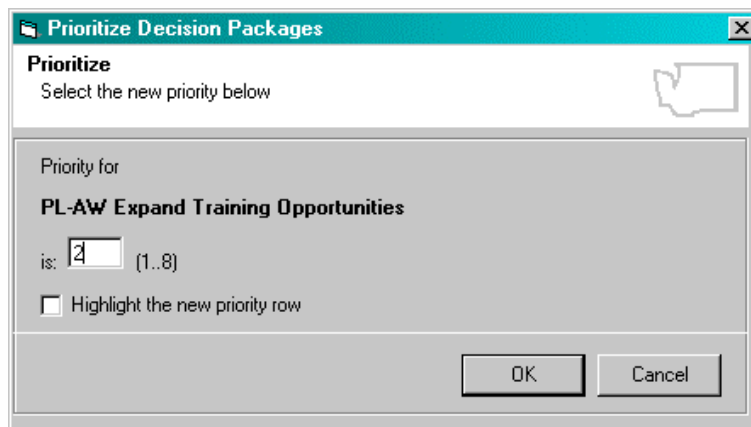
New Priority	Decision Package	Title	Current Priority	Locked Status	Package Program
1	M2-8L	Lease Rate Adjustments	1	Unlocked	
2	PL-AA	Expand Client Training Program	2	Unlocked	
3	M2-8U	Utility Rate Adjustments	3	Unlocked	
4	CB-00	Current Biennium	4	Unlocked	
5	CL-11	Biennialization of Field Office X	5	Unlocked	
6	CL-21	Remove one-time software funding	6	Unlocked	
7	CL-9F	Federal Funding Adjustment	7	Unlocked	
8	M2-9Z	Recast to Activity	8	Unlocked	

Move To ...
Top
Up
Down
Bottom


Save Reset

Agency: 105 Budget Period: 2005-07 Version: TR 5.0.153

2. Click once to highlight a priority decision package and click the **Top** button.
M2-8L
3. Click once to highlight the second priority decision package and click the **Move To** button.
See exercise slip



4. Type "2" in the **is:** field.
5. Make sure that **Highlight the new priority row** is unchecked.
6. Click **OK**.
7. Click once to highlight the third priority decision package and click the **Up** and **Down** buttons as necessary to move it back into the third position.
Move M2-8U to spot #3
8. Click **Save**.

 A note about priority – *You must prioritize performance level decision packages for your OFM submittal. Please see the budget instructions for more about how to prioritize decision packages for submittal to OFM.*

BDS allows for prioritizing all decision packages of a version regardless of budget level. The assigned priority is not electronically submitted to OFM, but is used in reporting. The Decision Package Summary prints a list of performance level decision packages in priority order. You may choose to prioritize maintenance level decision packages if you will be printing the Working Recommendation Summary in priority order. The OFM Recommendation Summary report will print in budget level, decision package code order.

Simply leave un-prioritized decision packages (for current biennium and carry-forward level) at the bottom of the priority list. Although BDS will assign a low-level priority number, this number will not be used in BDS or OFM internal budget systems (WinSum).

9. Select the **Agency Decision Package Identification** tab.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | **Agency Decision Package Identification** | Merge Decision Packages

	Decision Package ID	Title	Long title	Reusable
17	AA	New PL		<input type="checkbox"/>
18	AB	march patch test	march patch test	<input type="checkbox"/>
19	AC	march patch	march patch	<input checked="" type="checkbox"/>
20	AF	template	t	<input type="checkbox"/>
21	AH	Expand Client Training Program		<input type="checkbox"/>
22	AW	Expand Training Opportunities		<input type="checkbox"/>
23	BA	Increase program capacity	Increase program capacity xxx	<input type="checkbox"/>
24	BH	Increase Program Capacity		<input type="checkbox"/>
25	CA	Washington state finance academy		<input type="checkbox"/>
26	CH	Washington State Finance Academy		<input type="checkbox"/>
27	DA	Expand Client Training Opportunity		<input type="checkbox"/>
28	TP	Template Decision Package		<input type="checkbox"/>

Save Reset

Agency: 105 Budget Period: 2005-07 5.0.153

10. Find the decision package code for any decision package requiring a title change.
See exercise slip
11. Make appropriate changes to this decision package title. *Note: Changing the decision package title here will change the title for all decision packages with this code for the indicated budget period (displayed below). Only Budget Operations users may change a decision package title. The **Agency Decision Package Identification** tab is the only place in BDS to change a decision package title.*
Expand Client Training Opportunity
12. Click **Save** to save changes.
13. Select the **Decision Package Control** tab.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium	4		Draft	<input checked="" type="checkbox"/>
2		CL-11	Biennialization of Field Office X	5		Draft	<input checked="" type="checkbox"/>
3		CL-21	Remove one-time software funding	6		Draft	<input checked="" type="checkbox"/>
4		CL-9F	Federal Funding Adjustment	7		Draft	<input checked="" type="checkbox"/>
5		M2-8L	Lease Rate Adjustments	1		Final	<input checked="" type="checkbox"/>
6		M2-8U	Utility Rate Adjustments	3		Final	<input checked="" type="checkbox"/>
7		M2-9Z	Recast to Activity	8		Final	<input checked="" type="checkbox"/>
8		PL-DA	Expand Client Training Opportunity	2		Final	<input type="checkbox"/>

Save Reset Sort Set Filter to All

Agency: 105 Budget Period: 2005-07 Version: TR Package Program: ALL Budget Level: ALL 5.0.153

14. Use the bottom scroll bar to move to the far left.
15. Click once to highlight the first maintenance level decision package in the list.
16. Click in this row under the column **Status** to invoke the dropdown list box.
17. Select the appropriate status for this decision package. *Note: Whatever status you choose here will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.*
Final
18. Click the box in the **Locked** column to check it.
19. Repeat steps 15 through 17 for each maintenance and performance level decision package.
20. Mark all the current biennium and carry-forward level decision packages **Locked**. *Note: It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.*
21. Click **Save** to save these changes.
22. Click once on the first maintenance level decision package to highlight.
23. Select **Reports / OFM Reports / Decision Package** (or **Decision Package Program Detail** if your agency is appropriated by program). Say **No** to formatting for word.
24. Once the report is run, click the Printer icon to print the report.
Skip this step in training
25. Click **Return** to return to the list.

26. Click once to highlight the next decision package in the list and repeat steps 18 through 20.
27. Select **Reports / OFM Reports / Recommendation Summary**.
28. Choose to run this report at the **Agency Level (All Programs rolled up)**.
29. Once the report is run, click the Printer icon to print the report.
Skip this step in training
30. Click **Return** to return to the list.
31. Skip to step 36 if your agency is not appropriated by program.
32. Select **Reports / OFM Reports / Recommendation Summary**.
33. Choose to run this report at the **All Programs at the Program Level**.
34. Once the report is run, click the Printer icon to print the report.
Skip this step in training
35. Click **Return** to return to the list.
36. Select **Reports / OFM Reports / Agency Budget Levels by Program**. Say **No** to "Do you want this formatted for Word?" *Note: This report is not required to be BDS generated. You have the option of producing the report in Excel. If you have entered all estimates in BDS by program, there is no need to recreate the report; use BDS to automatically generate the report.*
37. Once the report is run, click the Printer icon to print the report.
Skip this step in training
38. Click **Return** to return to the list.
39. Select **Reports / OFM Reports / Revenue Estimates (B9)**. Choose to run this report at **All Programs at the Program Level**.
40. Once the report is run, click the Printer icon to print the report.
Skip this step in training
41. Click **Return** to return to the list.
42. Select **Reports / OFM Reports / Working Capital (B9-1)**. Choose to run this report at the **All Programs at the Program Level**.
43. Once the report is run, click the Printer icon to print the report.
Skip this step in training
44. Click **Return** to return to the list.
45. Select **Reports / OFM Reports / Decision Package Summary**. Choose to run this report at **Agency Level**. *A sample of this report is available in Appendix 3.*

46. Once the report is run, click the Printer icon to print the report.
Skip this step in training
47. Click **Return** to return to the list.
48. Select **Reports / OFM Reports / Performance Measure Incremental Estimates for the Biennial Budget**.
49. Once the report is run, click the Printer icon to print the report.
Skip this step in training
50. Click **Return** to return to the list.
51. Select **Reports / OFM Reports / Agency Activity Inventory**.
52. Once the report is run, click the Printer icon to print the report.
Skip this step in training
53. Click **Return** to return to the list.
54. Select **File / Exit to Main Menu** from the BDS menu bar.

LESSON 6 – TRANSMIT YOUR BUDGET TO OFM

Lesson 6, Task 1 – Transmit Data to OFM

The OFM Budget Division does not have access to your BDS data until it is electronically released to their internal system (WinSum). Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM** on the BASS Main Menu, you do not have security to release data. Run an **Agency Access** report to determine who does have access for your agency.

WARNING – If practicing at your agency, do not complete this step. This will release data to OFM.

1. Click on the **Release Data to OFM** icon from the BASS Main Menu. *Note: This icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having budget operations access to BDS does not guarantee access to data release.*



2. Select the **BDS** tab.

Agency: Office of Financial Management

PMTES - Tracking	PMTES - Budget	BDS	BDS - Gov's Recast	CBS
------------------	----------------	------------	--------------------	-----

Release Budget Data to OFM

Budget Period: 2001-03 Budget Type: R - Regular Version: 20 - Regular

☒ Include Narrative, Fund, FTE and Revenue.



Package Program: Agency Level

Decision Package: All Decision Packages

☐ Include Working Capital. ☐ Delete Previous Submittal Data for Entire Agency.

Release

3. Select the appropriate **Budget Period** for this budget submittal.
2005-07
4. Select the appropriate **Budget Type** for this budget submittal.
Regular
5. Select the appropriate **Version** to release.
<Your Initials> - <Your Name> Practice

6. Make sure that the box for **Include Narrative, Fund, FTE and Revenue** is checked.
7. Leave the **Package Program** dropdown list box as **All Programs**.  Note: This reference to program is for package program only. It does not distinguish programs as coded in your data.
8. Leave the **Decision Package** dropdown list box as **All decision packages**.
9. Click to **Include Working Capital** if appropriate for your agency.
10. If visible, click to check **Delete Previous Submittal Data for Entire Agency**.  Note: *This field is only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.*
11. Click the **Release** button.
12. You should receive a message that the data has been released.
13. **Exit and Logoff BASS.**

You Did It!!!

Appendix 1 – Business Rule Notes

BDS Menu

- Some menu options will be grayed out if you are a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

Activities

- The list of Activities can be sorted in agency-desired order and saved. This is the order that will be used in all on-line views and reports for listing activities. The Fields Locked column indicates if OFM has locked any of the fields of that activity's description.
- The initial activity description for a new version is copied from the "official" OFM activity inventory to the BDS version when the BDS version is created.
- Program entry should be limited to program codes separated by commas. The program title should not be included in this field.
- The **Fields Locked** column indicates if OFM has locked any of the fields of that performance measure's description. Contact your budget analyst to request that a field be unlocked for editing.
- Agencies must have at least one performance measure or a statement of expected results. Agencies are not required to have both Expected Results text and a related performance measure for each activity, though many may find that this combination provides the best picture of the activity's contribution to results. Activities may be linked to more than one performance measure.

Version Management

- If a version and Default DP Filter have not been set for your agency, you will be taken to **Set Default DP Filters** screen automatically. Users with only "Edit Access" rights will receive a message informing them to see their Budget Operations staff.
- Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.
- Separate tutorial documents are available for the other budget types (i.e., first year supplemental or second year supplemental).

AFRS Extract

- Setting the filter assures that data from the correct biennium is extracted from AFRS.
- AFRS Extract data is refreshed once a month after the close of the fiscal month. The Current Biennium information line indicates the last closed month reflected in the extract.
- Limiting the program in the AFRS Extract screen will result in a limited AFRS extract and a Package Program decision package. This option is discussed further in the BDS: Advanced Lessons class and tutorial.
- Optionally, agencies may choose to extract at any account code structure level or object/subobject/subsubobject level. As a general rule of thumb, extract at the level allotments are developed. More explanation on object can be found in Lesson 3, Task 1, page 36.
- A long title describing the type of extract run is recommended for AFRS Extract decision packages as there is no other method to view the original options selected.

Add Decision Package

- Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes.
- Press the 1st character of the code you wish to use and repeat pressing to scroll through those options.
- The package long title is optional. This title will print on internal reports only and will not be sent to OFM. A long title describing the type of extract run is recommended for AFRS Extract decision packages as there is no other method to view the original options selected.
- Since you have checked to open after save, the decision package will automatically open to the Expenditure/Staffing Detail Amounts tab set since narrative is not required for the current biennium budget level.
- Agency level means the decision package can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.
- Maintenance level decision packages should use OFM pre-assigned codes. If your decision package does not fall into any of the categories offered by OFM select a decision package code that is numeric-alpha (1A) or alpha-alpha (AA). You will not be able to release data that does not meet this rule.
- The title for this decision package codes pre-assigned by OFM cannot be changed. Agency decision packages that are for requesting funding to cover these items should use OFM pre-assigned codes. Please see the budget instructions for further information.

Open Decision Package

- The Open Decision Package screen allows users to open different decision packages when one decision package is currently open. Users can use the dropdown list boxes to make the appropriate selections or short-cut by typing the identifying information in the Manual Entry field (e.g., M2-8L open M2-8L for the current version). The selected decision package will open to the same screen that the Open Decision Package screen was accessed from.

Expenditure Detail Amounts

- The right-click option to bring up a selection box exists on each cell with an ← Enter Here (fund, object, FTE).
- Object entry can either be at the object, sub object, or sub sub object level by entering the one, two, or six-character code.
- FTEs are not required by OFM at the fund level. It is okay to group all FTEs into fund 996-Z (except transportation fund FTEs). However, agencies may choose to break FTEs out by the funds that salaries are paid from for a more accurate analysis.
- Carry-forward or Maintenance Level decision packages - The **Affected Programs/Activities** tab is the easiest way to create columns for desired programs in the expenditure worksheets. This step is required if your agency is appropriated by program. This step is recommended if your agency has more than one program. Skip this step if your agency has only one program. Optionally, you may assign an activity as well. Dollars entered in decision packages by activity do not need to be recast in Lesson 4, Step 2.
- Objects are not required in BDS for your carry-forward level. However, using objects in all steps of your budget development is recommended if you want to be able to use BDS reports and data for additional and more complete analyses. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot. This will assist you in developing your biennial allotment control numbers once a budget is enacted.
- Object X in the Objects of Expenditure Detail tab is a placeholder only.

- <Blank> is not an Available Activities selection when the decision package is a performance level decision package since activities are required for all performance level decision package estimates.

Narrative

- You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.
- You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.
- Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words.
- Recommendation Summary text is the only category required for electronic release of your budget. OFM does require you address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only to record Recommendation Summary text here.
- Narrative is not required for the Recast decision package.
- Revenue only decision packages do not require any revenue narrative or recommendation summary text.

Maintenance Level Recast

- Package Program may be used to develop a separate recast for each agency program. In this case use Package Program to determine the program for recast, and repeat this Step for each program.
- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.
- OFM requires that agencies submit their budgets with the total maintenance level identified by activity. Another option is to enter the current biennium, carry forward level steps, and maintenance level items with estimates all identified by increment and activity. No recast would be required in this case.
- Narrative is not required for the Recast decision package.
- There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these estimates readily available for reference or analysis.

Supported Activities / Performance Measures

- Code, short title, type, and statement of measure are required fields for new performance measures.
- Performance Measures may be linked to more than one activity.
- The list of supported activities in a decision package may or may not mirror the list of activities with incremental estimates. In one example estimates were built in for two activities (Central Financial System and Statewide Accounting Policies as these two activities will pick up the expenditure for the training expansion, yet it also supports the agency activity of Governor's Budget Development because it is assumed the resulting training is expected to result in more accurate agency budget submittals and a more efficient OFM analysis. In this case estimates were built into two activities, yet the decision package supports three activities.
- If an activity-related performance measure, a measure that will be maintained in the system as an indicator of activity results, is affected by the decision package OFM requires that any expected incremental change in annual performance targets for that measure be entered into the system. If the decision package is expected to bring about some other kind of performance change, please note the expected change in the narrative portion of the decision package.

OFM does not require that a performance measure be created solely to report the incremental affect of a decision package. Do not add to BDS performance measures that your agency does not intend to be tracked over time. Performance measure amounts are not automatically updated from BDS input. Users will need to update the past, current, and ensuing biennium cumulative amounts in the Performance Measures Amounts screen within Activity Descriptions.

- Use the Performance Measure Incremental Estimates for the Biennial Budget report to determine needed changes to **Performance Measures Amounts** for the ensuing biennium.

Revenue

- The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.
- Revenue only decision packages do not require any revenue narrative or recommendation summary text.
- To update maintenance level revenue changes not captured in specific decision packages, you are only entering the difference between the ML level on the B9 and what it should be. These amounts will roll together for a new maintenance level total. All revenue adjustments should be recorded in maintenance level.
- Expenditure appropriation types for federal and local/private funds should have matching revenue estimates and will be flagged on the pre-release edit report if not in balance.

Decision Package Management

- Changing the decision package title in the **Decision Package Control** screen will change the title for all decision packages with this code for the indicated budget period (displayed below). Only Budget Operations users may change a decision package title. The Agency Decision Package Identification tab is the only place in BDS to change a decision package title.
- Whatever status you choose in the **Decision Package Control** screen will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.
- It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.

Pre-Release Edits

- Critical items **MUST** be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.
- The agency version's carry-forward level must match the OFM carry-forward level budget in order for the agency budget to be electronically released to OFM. Contact your budget analyst if it appears a discrepancy in the OFM carry-forward level.

Reports

- Selecting a box to export as Word will change some of the formatting of the resulting report to make exporting to Word easier.
- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.

- You have the option of downloading reports to Word by clicking the icon with the envelope and red arrow and saving as file type "Word". If you choose this option, you should have replied Yes to any prompts for Word prior to running the report (not available on all reports). Once in Word, you would be able to add any custom formatting or graphics necessary.
- Agencies that are appropriated by program should run the Decision Package Program Detail so the estimates will be displayed by program.
- The **Performance Measures Incremental Estimate Changes to the Biennial Budget** report will provide a listing of all the incremental estimates assigned to agency performance measures. These will be needed to update the cumulative estimated totals for each performance measure related to Activity Descriptions.
- The **Budget Levels by Program** report is not required to be BDS generated. You have the option of producing the report in Excel. If you have entered all estimates in BDS by program, it is recommended you use this report rather than re-creating.

Data Release

- The Data Release icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having budget operations access to BDS does not guarantee access to data release.
- **The Delete Previous Submittal Data for Entire Agency field is** only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.

Appendix 2 – Pre-Release Edits

The pre-release edit report will flag these issues for agency correction. The updated Pre-Release Edit Report will be available in BDS mid-June 2004.

Funds	Invalid Funds: 406; 427; 429; 239; 996 (except for FTEs); 999	Critical
Appropriation Type	Invalid appropriation types: 3, 4, 9	Critical
Decision Package Code/Title	Numeric package codes not allowed for ML and PL level packages (<i>except DSHS and OFM assigned codes</i>) OFM assigned codes will have OFM reserved title.	Warning
Narrative (Agency Level)	Recommendation Summary Text required at the agency level (<i>exception follows</i>).	Critical
Narrative (Program Level)	Recommendation Summary Text is required at the program level for the following agencies: DSHS OSPI DOT	Critical
Narrative (all other text)	Users will receive a warning if not all of the categories contain text. OFM will require that these categories be addressed in the printed decision package.	Warning
Narrative (exceptions)	The following decision packages do not require narrative: Revenue only decision packages Codes 91, 97, 98, 99, 9Z	No message
FTEs	The following agencies must have transportation FTEs identified by a transportation fund: DOL WSP	No message
Decision Package Titles	If the OFM internal system (WinSum) has a different decision package title assigned to a decision package code, users will be warned that the WinSum title will be used if the decision package is released.	Warning
Maintenance Level Total by Activity	The total maintenance level total budget must match the activity totals at maintenance level.	Critical
Performance Level Decision Packages by Activity	Performance Measure decision packages must provide activity information for each increment.	Critical
M2-9Z Recast to Activity decision package	Decision Package M2-9Z Recast to Activity must have a net balance of zero.	Critical

Activities without estimates	Activity XXX that do not have incremental estimates tied (or maintenance level cumulative) should not be sent to OFM.	Warning
Activities without performance measures or expected results	Activities that do not have performance measures or expected results identified should not be submitted to OFM.	Warning
9Z for Regular Budget	9Z Recast to Activity decision package must be budget level M2 for regular budget.	Critical
Carryforward Level check	Fund & FTE data will be compared to OFM as a total for the agency for agencies that submit at the agency level. Fund & FTE data will be compared to OFM as a total for the agency/program for the agencies that submit at the program level. (Subprogram level for DSHS JR, MH and DD.) DOL and WSP will be compared at the agency total for all funds.	Critical – this is a change from a warning
Federal Funds Match	Total estimates expenditures for Federal Dollars, Fund/AT 001-2, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 03 Federal of \$500,000 for a difference of - \$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Private/Local Match	Total estimated expenditures for Private/Local dollars, Fund/AT 001-7, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 05 Federal of \$500,000 for a difference of -\$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Special Major Source/Source	Major Source 04, Source 01 is not a valid revenue source for your agency.	Warning

Appendix 3 – Report Samples

State of Washington
Decision Package

DRAFT

Agency: 105 Office of Financial Management
Decision Package Code/Title: 8L Lease Rate Adjustments

Budget Period: 2005-07
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

Dollars requested to provide funding to the Department for 2005-07 contracted lease increases.

Fiscal Detail

Operating Expenditures	<u>FY 2006</u>	<u>FY 2007</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	42,500	50,000	92,500
Total Cost	42,500	50,000	92,500

Package Description:

Sample Text

Narrative Justification and Impact Statement

How contributes to strategic plan:

Sample Text

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

State of Washington
Decision Package

DRAFT

Agency: 105 Office of Financial Management
Decision Package Code/Title: 8L Lease Rate Adjustments

Reason for change:

Sample Text

Impact on clients and services:

Sample Text

Impact on other state programs:

Sample Text

Relationship to capital budget:

Sample Text

Required changes to existing RCW, WAC, contract, or plan:

Sample Text

Alternatives explored by agency:

Sample Text

Budget impacts in future biennia:

Sample Text

Distinction between one-time and ongoing costs:

Sample Text

Effects of non-funding:

Sample Text

Expenditure Calculations and Assumptions:

Sample Text

State of Washington
Decision Package

DRAFT

Agency: 105 Office of Financial Management
Decision Package Code/Title: 8L Lease Rate Adjustments

<u>Object Detail</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>Total</u>
E Goods And Services	42,500	50,000	92,500

State of Washington
Recommendation Summary

Agency: 105 Office of Financial Management

8:05:26AM

4/8/2004

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2003-05 Current Biennium Total	147.6	11,009	20,058	31,067
CL 11 Biennialization of Field Office X	1.4	110		110
CL 21 Remove one-time funding cost		(1,000)		(1,000)
CL 9F Federal Funding Adjustment				
Total Carry Forward Level	148.9	10,119	20,058	30,177
Percent Change from Current Biennium	.9%	(8.1)%		(2.9)%
Carry Forward plus Workload Changes	148.9	10,119	20,058	30,177
Percent Change from Current Biennium	.9%	(8.1)%		(2.9)%
M2 8L Lease Rate Adjustments		93		93
M2 8U Utility Rate Adjustments		35		35
M2 9Z Recast to Activity				
Total Maintenance Level	148.9	10,247	20,058	30,305
Percent Change from Current Biennium	.9%	(6.9)%		(2.5)%
PL AA Expand Client Training Program	0.9	70		70
Subtotal - Performance Level Changes	0.9	70		70
2005-07 Total Proposed Budget	149.8	10,317	20,058	30,375
Percent Change from Current Biennium	1.5%	(6.3)%		(2.2)%

M2 8L Lease Rate Adjustments

Dollars requested to provide funding to the Department for 2005-07 contracted lease increases.

M2 8U Utility Rate Adjustments

This decision package represents the additional funding needed to address electricity and natural gas rate increases in our institutions to continue support of institutional programs.

PL AA Expand Client Training Program

Funding is requested to allow for expansion of training opportunities for Department clients so that they can get information helpful to their success.

BASS BDS
Form B9

State of Washington
Agency Revenues

Budget Period: 2005-07
Agency: 105 Office of Financial Management
Version: TR BASS Trainer

04/08/2004
7:54:57AM
Page: 2

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
FUND	SOURCE					MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
				FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
546	0420	Charges for Services		10,383,500	10,417,508	10,383,500	10,417,508	10,383,500	10,417,508
TOTAL FUND 546				10,383,500	10,417,508	10,383,500	10,417,508	10,383,500	10,417,508

GRAND TOTAL				33,961,103	33,653,515	33,961,103	33,653,515	33,961,103	33,653,515
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State of Washington
Working Capital Reserve

Budget Period: 2005-07
Agency: 105 Office of Financial Management
Version: TR BASS Trainer

		FUND ADMINISTRATOR AGENCY ONLY	FUND ADMINISTRATOR AGENCY ONLY
		RECOMMENDED ENDING FUND BALANCE	RECOMMENDED ENDING FUND BALANCE
FUND	FUND TITLE	Current Biennium	Ensuing Biennium
419	Data Processing Revolving Account	1,000,000	1,000,000

2005-07 Agency Budget Levels by Program

Agency: 105 Office of Financial Management

4/8/2004

8:13:47AM

Dollars in Thousands

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>
Program: 020 Budget								
FTEs	34.5	34.5	35.0	35.5	35.0	35.5	35.8	36.5
FTEs-Annual Average		34.5		35.3		35.3		36.2
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	2,931	2,967	2,951	3,017	2,964	3,037	2,994	3,077
Biennial Total All Funds - Program 020		5,898		5,968		6,001		6,071
Program: 030 Information Services								
FTEs	35.4	35.4	35.8	36.2	35.8	36.2	35.8	36.2
FTEs-Annual Average		35.4		36.0		36.0		36.0
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	2,410	2,688	2,420	1,718	2,443	1,743	2,443	1,743
419-6 Data Processing Revolving Account-Non-Appropriated	664	681	664	681	664	681	664	681
Total All Funds - Program 030	3,074	3,369	3,084	2,399	3,107	2,424	3,107	2,424
Biennial Total All Funds - Program 030		6,443		5,483		5,531		5,531
Program: 050 Statewide Accounting								
FTEs	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0
FTEs-Annual Average		19.0		19.0		19.0		19.0
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	1,069	1,072	1,069	1,072	1,092	1,097	1,092	1,097
419-6 Data Processing Revolving Account-Non-Appropriated	291	296	291	296	291	296	291	296
483-1 Auditing Services Revolving Account-State		25		25		25		25
Total All Funds - Program 050	1,360	1,393	1,360	1,393	1,383	1,418	1,383	1,418
Biennial Total All Funds - Program 050		2,753		2,753		2,801		2,801

2005-07 Agency Budget Levels by Program**Agency: 105 Office of Financial Management**

4/8/2004

8:13:52AM

Dollars in Thousands

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>
Agency FTEs	88.9	88.9	89.8	90.7	89.8	90.7	90.6	91.7
Agency Annual Average FTEs		88.9		90.3		90.3		91.2
Agency Totals by Fund								
001-1 General Fund - Basic Account-State	6,410	6,727	6,440	5,807	6,499	5,877	6,529	5,917
419-6 Data Processing Revolving Account-Non-Appropriated	955	977	955	977	955	977	955	977
483-1 Auditing Services Revolving Account-State		25		25		25		25
Total All Funds	7,365	7,729	7,395	6,809	7,454	6,879	7,484	6,919
Biennial Total All Funds		15,094		14,204		14,333		14,403

*Agency totals on the OFM Program Summary may slightly differ from the OFM Recommendation Summary agency totals due to rounding.

State of Washington
Agency Performance Measure
Incremental Estimates for the Biennial Budget

Agency: 105 Office of Financial Management Budget Period: 2005-07

Activity: A005 Central Financial Systems Development and Maintenance

Output Measures 1010 Number of Fastrack reports requested by agencies daily.

			<u>FY 2006</u>	<u>FY 2007</u>
PL	AA	Expand Client Training Program	200.00	500.00

Fastrack is a web-based agency financial reporting system.

Output Measures 1020 Number of Travel Voucher System vouchers processed annually.

			<u>FY 2006</u>	<u>FY 2007</u>
PL	AA	Expand Client Training Program	2,500.00	7,000.00

The Travel Voucher System is the new web-based system available to process travel reimbursement.

Activity: A013 Statewide Accounting Policies and Reporting

PL AA No measures linked to activity

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

A001 Accounting Services for Other Agencies

OFM provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator to these agencies. SACS saves the state money by consolidating the budget, payroll, and accounting services of small agencies.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$127,625	\$127,625	\$0	12.5	\$141,750	\$141,750	\$0	12.5

Expected Results:

Clients who utilize Small Agency Client Services for accounting and budget functions help the state to realize a dollar and FTE savings. These agencies are also able to focus better on achieving their mission and goals by using Small Agency Client Services for these administrative functions.

Outcome Measure: The number of referrals by Small Agency Client Service (SACS) agencies each year.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0	0	0	0	0	0

Includes referrals that did not result in new clients.

A002 Administrative Activity

The Administrative Activity represents the OFM Director's Office. This includes the director, deputy director, legislative liaison, communications director, legal counsel, and their support staff.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Well coordinated day-to-day operations of the Office of Financial Management.

A003 Assessment Payments on State Lands

OFM pays taxes and other assessments against state-owned lands in accordance with RCW 79.44.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Agency Activity Inventory

by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Meet the requirement of RCW 79.44.

A004 Budget Driver and Expenditure Forecasts, Research and Monitoring

The Budget Driver, Expenditure Forecasts, Research, and Monitoring unit supports the fiscal planning, budget monitoring, and risk management functions of the Office of Financial Management. The unit develops and provides data and quantitative analysis for the state's health care, human services, and K-20 education programs in support of budget development; provides staffing for OFM's role on the Caseload Forecast Council; gives OFM the ability to monitor expenditures and identify the sources of rapid expenditure growth; and provides technical assistance to agency staff in the analysis of program expenditures and the development of information systems to support cost containment and risk management.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Early identification of unanticipated expenditure and caseload growth pressures. Containment of emerging fiscal problems and development of timely and effective remedies or mitigation strategies. More effective use of scarce resources.

A005 Central Financial Systems Development and Maintenance

The Office of Financial Management's (OFM) Central Financial Systems Development and Maintenance section develops, implements, maintains, and supports statewide financial systems for use by state agencies. The financial systems provided by OFM include accounting, budgeting, and reporting systems that allow agencies to manage their financial operations and budget performance. OFM centrally provides these core financial systems so that each agency does not have to develop, operate, and maintain these systems individually, ensuring the maintenance of accurate and centralized accounting of the state's financial operations. (Data Processing Revolving Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$10,464,250	\$738,250	\$9,726,000	69.8	\$9,509,500	\$(210,500)	\$9,720,000	75.3

Expected Results:

Maximize the value of the state's investments in financial and administrative systems. Streamline business processes to make it easier for state employees to perform their jobs. Provide easy, timely access to valuable information to improve decision making and operational effectiveness. Drive an enterprise-wide framework that supports the cost effective delivery of a modern, secure, integrated suite of financial and administrative systems.

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

Outcome Measure: Percentage of all payments made using "hands off" methods. This includes payments made via electronic fund transfer, inter-agency payment, or warrant insertion.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0%	0%	0%	0%	0%	0%

Warrant insertion occurs when vendor warrants are mailed from a central service center instead of from the agency.

Outcome Measure: Percentage of all payments made electronically using either electronic funds transfer or inter-agency payment.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0%	0%	0%	0%	0%	0%

Output Measure: Number of Fastrack reports requested by agencies daily.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0	0	0	0	0	0

Fastrack is a web-based agency financial reporting system.

Output Measure: Number of Travel Voucher System vouchers processed annually.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0	0	0	0	0	0

The Travel Voucher System is the new web-based system available to process travel reimbursement.

A006 Collective Bargaining

OFM represents the Governor in collective bargaining negotiations for wages, hours, and working conditions for represented classified employees, including those in higher education. As a result of legislation passed by the 2002 Legislature, OFM will negotiate all master contracts and provide guidance for all supplemental bargaining. The first contracts must be submitted to the Legislature for approval with the Governor's 2005-07 budget request. (Labor Relations Service Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

A process for negotiating employee benefits, resulting in collective bargaining contracts for all represented classified employees.

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

A007 Criminal History Federal Grant

OFM coordinates, administers, and monitors multiple federal justice grants, which are passed through to multiple state agencies and local jurisdictions in the form of interagency and interlocal agreements to support planning and implementation of Washington State's Justice Information Network (JIN). The JIN mission states that "any justice practitioner in the state will have complete, timely, and accurate information about any suspect or offender." Information will include criminal history and current justice status, come from data that has been entered only once, and be available in a single computer session from automated statewide systems.

Statewide Result Area: Improve the safety of people and property

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Promotion, coordination, and development of automated and integrated state and local criminal justice information systems.

A008 Governor's Budget Development

OFM's Budget Division assists in the development of the Governor's budget proposal to the Legislature. Primary activities include evaluating budget requests from state agencies and providing the Governor with recommendations for funding levels; preparing the Governor's budget proposal; assisting the Governor in establishing financial, budget, and program policies for the state; and monitoring agency implementation of executive and legislative budget objectives. (General Fund-State)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,369,125	\$3,369,125	\$0	40.4	\$3,467,000	\$3,467,000	\$0	42.9

Expected Results:

A balanced budget recommendation reflecting the Governor's fiscal and policy priorities. Timely, accurate, and objective budget/performance information and advice. Execution of the state budget in accordance with actual revenues and legislative/gubernatorial intent.

A009 Office of Regulatory Assistance

The Office of Regulatory Assistance coordinates permit assistance activities with various state agencies. It oversees the customer service, permit facilitation and coordination, and other activities within the permit assistance program in the Department of Ecology. It also oversees the contract with Ecology for permit assistance activities; works with businesses and project proponents on permitting issues and helps answer questions regarding state, federal, and local agency processes; and works with the Special Assistant to the Governor for Business to streamline regulatory processes and assist business. The Office of Regulatory Assistance also works with state agencies to develop and adopt an integrated permit system that would bring together project design, environmental review, permitting, and mitigation elements into a single process.

Statewide Result Area: Improve the economic vitality of businesses and individuals

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Reduction in complaints regarding permitting delays and procedures. Streamlined decision-making process on permit applications.

A010 Personal Service and Client Service Contracts

The Personal Services and Client Services Contracts section develops and maintains statewide contract policies for personal services and client services based on state regulations. Contract staff members consult with agencies regarding contract and procurement issues to ensure agencies are appropriately expending contract dollars, and provide contract training to state agencies. The staff also provides review and approval of approximately 1,200 personal service contracts filed with OFM annually to oversee state agency contract practices and compliance with statutory requirements under RCW 39.29.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Contracts staff will provide training to state agencies on personal service and client service contracts and will train staff from 75 percent of state agencies.

A011 Population Estimates, Forecasts and Census Data

The Population Center produces the official population figures for the state, cities, towns, and counties. The statutorily required center provides the current and future population estimates that are needed for statewide economic and revenue forecasts and fiscal planning activity, budget driver and expenditure forecast activity, and the Initiative 601 spending limit. The center is also responsible for all statutes using population size as criteria for program administration/eligibility for the allocation of millions of dollars to local governments, and for other budget and program planning activities. The center certifies all municipal boundary changes in Washington, acts as liaison to the federal Bureau of the Census for state and local agencies, and assists the bureau with decennial census and product distribution activities through the State Data Center Program. (Violence Reduction and Drug Enforcement Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Timely and accurate population estimates and forecasts required for sound fiscal management and planning, program administration/eligibility, and revenue allocations.

Agency Activity Inventory by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

A012 Risk Management

The Risk Management program identifies, controls, and reduces the financial impact of general liability, vehicle, and property losses to the state, and develops programs to finance the state's exposure to risk. In addition, the program protects the beneficiaries and assets of local government self-insurance programs through effective regulation. Services provided include administering a self-insurance program to finance tort losses; purchasing commercial insurance on behalf of state agencies; receiving, processing, delegating, and investigating state agency tort claims and legislative relief claims; maintaining a comprehensive master database of all claims; providing training to state agencies on how to lessen risks associated with tort liabilities; and approving and regulating local government property/liability risk pools and health/welfare employee benefit programs. (Risk Management Administration Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

The loss prevention focus on vehicle accident prevention will result in a ten percent reduction of vehicle accidents involving state employee drivers by June 30, 2005. The measurement will be from the period July 01 - June 02 to the period July 04 - June 05.

A013 Statewide Accounting Policies and Reporting

The Statewide Accounting Policies and Reporting section develops and maintains state administrative and accounting policies for payroll, travel, federal grants, accounting, and reporting. Policies incorporate federal and state regulations, as well as national accounting standards. The staff consults with and provides training to state agency personnel on the policies. The Statewide Accounting unit also monitors financial data for compliance with the policies and prepares a number of reports for the public. Reports include the state's Comprehensive Annual Financial Report, the Audit Resolution Report, and the federally mandated Single Audit Report. (Data Processing Revolving Account, Auditing Services Revolving Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,647,500	\$1,331,500	\$316,000	23.0	\$1,647,750	\$1,351,750	\$296,000	23.2

Expected Results:

Increase agency compliance with applicable laws and regulations. Produce accurate, timely reports in response to requests for information and legal requirements.

A014 Statewide Economic and Revenue Forecasts, Fiscal Planning and Research

Agency Activity Inventory

by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

The Forecasting Division supports statewide fiscal planning and budget and revenue monitoring functions of OFM directly related to the development of the Governor's budget and the management of biennial budgets. The Forecasting Division provides analysis of the impact of major events, social and economic trends, and public policies on the state economy and revenues. It supports OFM's role on the Economic and Revenue Forecast Council and the Expenditure Limit Committee. It statutorily provides official fiscal impact statements for statewide ballot measures. The division provides statewide revenue, expenditure, and expenditure limit information (Six Year Outlook) to support the preparation of the Governor's budget and the evaluation of biennial budgets in terms of risks and sustainability. The division also provides analysis and recommendations to the Governor for the development of revenue and tax policy.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Early identification of fiscal challenges, risks, and opportunities facing the state. Increase in the amount of time available to the Governor and Legislature to address fiscal challenges, resulting in more timely and effective responses. More effective use of scarce resources.

A015 Statewide Policy Development for Governor's Office

The Executive Policy Office performs policy research and analysis for the Governor, and works with agencies and OFM budget staff in the development of proposed legislation and the Governor's budget proposal.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

All agency-proposed and enrolled bills are consistent with the Governor's legislative agenda.

A016 Washington Commission for National and Community Services

The Washington Commission for National and Community Services was created by the Governor in 1994 as part of the National and Community Service Trust Act of 1993 to implement AmeriCorps and support other national service initiatives throughout the state. Currently, the commission receives approximately \$14 million annually in competitive federal funds, supporting 15 programs that address major state and gubernatorial priorities. One of the largest programs, the Washington Reading Corps, places 250 members in needy elementary schools to raise reading levels of struggling readers. The commission will also have major priorities and programs as part of the national Citizen Corps that will support volunteers in homeland security activities. Commission staff support a 25-member gubernatorial appointed commission that sets policy, identifies goals, and establishes priority needs that national service should address. In addition, the commission utilizes service as a strategy to help address gubernatorial priorities, ensures compliance with federal grant policies, and assesses the impact of national service investments in the state.

Statewide Result Area: Improve the economic vitality of businesses and individuals

Agency Activity Inventory

by Agency

Appropriation Period: 2005-07 Activity Version: TR - BASS Trainer

Agency: 105 - Office of Financial Management

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

To expand the ethic of service throughout Washington State by inviting citizens of all ages and backgrounds to contribute their time and talents to strengthen and promote service and volunteerism as strategies for building healthy communities.

A017 WorkFirst Program

OFM provides the staff support necessary to oversee the Governor's planning and implementation of Washington State's welfare reform initiative called WorkFirst. This program helps financially struggling families find jobs, keep their jobs, get better jobs, and build a better life for their children.

Statewide Result Area: Improve the security of Washington's vulnerable children and adults

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Increases in financially struggling families gaining and maintaining jobs.

Outcome Measure: Percentage of all payments made electronically using either electronic funds transfer or inter-agency payment.

2001-03		2003-05		2005-07	
FY02 Actual	FY03 Actual	FY04 Actual	FY05 Estimate	FY06 Proposed	FY07 Proposed
0%	0%	0%	0%	0%	0%

AC01 Statewide Systems Training

Provide training on budget and accounting systems used by agency customers.

Statewide Result Area: Unknown

FY 2006				FY 2007			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$0	\$0	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Statewide Systems training should improve the ability of agency financial staff to use OFM statewide financial systems efficiently and effectively in support of their financial management responsibilities.

Appendix 4 – Recast Exercise Worksheets

Activity Recast Analysis Worksheet

Maintenance Level Totals Activity Recast						Check Figures				A001 Accounting Services for Other Agencies				A005 Systems Development/Maint			
Program	Fund	FTE		Dollars		FTE		Dollars		FTE		Dollars		FTE		Dollars	
		1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year
020	001-1	0.5	1	32,500	70,000	0.0	0.0	0	0	0.0	0.0	0	0	0.0	0.0	0	0
030	001-1	0.4	0.8	32,500	-945,000	0.0	0.0	0	0	0.1	0.1	5,625	13,750	0.1	0.4	16,250	(972,500)
050	001-1	0	0	22,500	25,000	0.0	0.0	0	0	0.0	0.0	0	0	0.0	0.0	0	0

Activity Recast Analysis Worksheet

		A008 Governors Budget				A013 Statewide Accounting			
		Development				Policies & Reporting			
		FTE		Dollars		FTE		Dollars	
Program	Fund	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year
020	001-1	0.5	1.0	32,500	70,000	0.0	0.0	0	0
030	001-1	0.1	0.1	5,625	10,000	0.1	0.2	5,000	3,750
050	001-1	0.0	0.0	0	0	0.0	0.0	22,500	25,000

Data Entry Worksheet

	Program 020		Program 030										Program 050	
	A008		Total		A001		A005		A008		A013		A013	
FUNDS	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2
001-1	32,500	70,000	32,500	(945,000)	5,625	13,750	16,250	(972,500)	5,625	10,000	5,000	3,750	22,500	25,000
419-6														
483-1														
Total	32,500	70,000	32,500	(945,000)	5,625	13,750	16,250	(972,500)	5,625	10,000	5,000	3,750	22,500	25,000
FTES	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2	FY1	FY2
001-1	0.5	1.0	0.4	0.8	0.1	0.1	0.1	0.4	0.1	0.1	0.1	0.2	0.0	0.0
419-6														
483-1														
Total	0.5	1.0	0.4	0.8	0.1	0.1	0.1	0.4	0.1	0.1	0.1	0.2	0.0	0.0

Tutorial Evaluation

BDS Basic Budget Building

	Strongly Disagree			Strongly Agree	
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: _____

The worst feature of this tutorial is: _____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

Other comments: _____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

Office of Financial Management
Attn: Vicki Rummig
Mailstop: 43113
Olympia, WA 98504
Or fax 360 586-3964

**State of Washington
Office of Financial Management
Accounting and Administrative Services Division
Statewide Financial Systems**

**BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE**

Leave shaded areas blank

Select Systems:	Security Level			Action	
	Budget Ops	Edit Access	Read Only	Add Access	Delete Access
Performance Measure Tracking Estimates System (PMTES)					
Automated Upload Transaction Option (AUTO)					
Budget Reporting System (BRS) <i>(formerly VRS)</i>					
BPS1 Extract					
Budget Development System (BDS)					
Capital Budgeting System (CBS)					
Salary Projection System (SPS)					
Data Release to OFM:					
<input type="checkbox"/> PMTES <input type="checkbox"/> BDS <input type="checkbox"/> CBS					
State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).					

User Identification:

Login ID: ** |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| (Required only for new BASS users)

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: |_|_|_|_|_|_| Agency Name: _____

User Name: _____

Telephone: (____) _____ FAX: (____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yyyy): ____/____/____

Telephone #: (____) _____ Effective Date (mm/dd/yyyy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (____) _____ Date (mm/dd/yyyy): ____/____/____

Send **original** form to:

*Financial Systems Security Administrator
OFM Accounting & Statewide Financial Systems
PO Box 43113
Olympia, WA 98504-3113*

For prompt service, FAX completed form to (360) 586-3964. **Please also send the original form.**

(OFM USE ONLY)

Product Manager Approval: _____ Date: _____

User record entered by: _____ Date: _____